

## **StFX Recreation Summer Camps**

### **Camp Leader Job Description**

#### **Position overview**

Assist the Camp Coordinator in the day-to-day organization and administration of the StFX Summer Camp Program. You must be a good communicator, be friendly and outgoing, and possess excellent organizational skills. Past experience in event management is a strong asset.

#### **Description of duties**

The Camp Leader shall act as an assistant to the Camp Coordinator, learning the day-to-day organization and administration of the StFX Summer Camp Program. Their duties include, but are not limited to:

- Learn the organization and administration of Summer Camp events
- Work with Camp Coordinator to collect and organize registration entry forms and establish participant lists in the program
- Assist with scheduling camp activities and distribute schedules to the appropriate staff members
- Assist in the maintenance of records, incidents/accidents, participant surveys, etc.
- Compile a report of surveys received from StFX Summer Camp participant parents/guardians to be submitted to the Camp Coordinator
- Check into or be in frequent contact with the Summer Camp Office daily to see if there are any immediate duties to be carried out
- Work weekly hours at the Summer Camp Office
- Carry out additional duties as requested by the Camp Coordinator
- Submit a season end report to the Camp Coordinator
- Attend weekly Summer Camp staff meetings
- Other duties as they are assigned by Camp Director

#### **Knowledge, Skills, Ability**

- Enthusiastic, organized and responsible
- Willingness to learn and teach others
- Willingness to work individually as well as in a large team environment
- Knowledgeable about the summer camps an asset
- Computer software knowledge for excel, word, PowerPoint, and EZ Facility considered an asset
- Previous experience in StFX Summer Camp program (participant or other) an asset

#### **Qualifications & Skills:**

- Current Student
- Current CPR/First Aid Certification – asset, willing to receive within 1 month of hiring
- Previous experience with StFX Summer Camps considered an asset
- Experience working with children ages 6-12
- Criminal Record Check required
- Vulnerability Sector Check required
- Child Abuse Registry Check required
- Workplace Hazardous Materials Information System (WHMIS) required
- NCCP Safe Sport Training
- EPIC (Enhanced Police Information Check)

Pay rate: \$16.00/hour

Duration: Late June to late August

Resume and Cover Letter should be emailed to:

Joe DeCoste: [jjdecost@stfx.ca](mailto:jjdecost@stfx.ca)

Applications will be accepted from Wednesday, April 9 to Wednesday, April 23, 2025.