



## JOB DESCRIPTION

<b>POSITION:</b>	Camp Leader
<b>EFFECTIVE DATE:</b>	November 30, 2022
<b>DEPARTMENT:</b>	Recreation
<b>REPORTS TO:</b>	Program Coordinators
<b>DIRECT REPORTS:</b>	None

---

### JOB SUMMARY

The UNA Camp Leader is an enthusiastic and responsible individual tasked with the delivery of camp programming with the UNA. This person will help to foster an active, healthy and connected UNA community. This position will operate out of both the Wesbrook Community Centre and the Old Barn Community Centre.

### OVERALL GOALS FOR THE POSITION

1. Maintain exceptional customer service standards.
2. Report any safety concerns or operational issues to Program Coordinator.
3. Be proactive in acquiring organizational knowledge.
4. Excellent internal and external communication skills

### ROLES, RESPONSIBILITIES AND EXPECTATIONS

- Provide direct supervision of children aged 5 – 12, including managing behavior and ensuring campers safety.
- Foster a welcoming and inclusive environment for all campers.
- Lead a variety of activities including icebreakers, crafts, sports and out trips.
- Assist with the setup and cleanup of camp facilities.
- Supervise camp volunteers.

### SKILLS, QUALIFICATIONS AND EXPERIENCE REQUIRED

- Passionate about working with kids and have experience supervising children and youth in a camp setting.
- Excellent communication and interpersonal skills.
- Successful completion of a criminal record check.
- Current First Aid/CPR C certification, or willingness to obtain before start date.
- Preferred - ability to swim.

### Technical knowledge, Skills and Abilities Requirements

- Able to communicate effectively with a diverse population, including English language learners, children, youth, adults, and seniors.
- Able to work independently and as part of a team.
- The ability to establish and maintain effective internal and external relationships that involve wide range of stakeholders.
- A second language is an asset.

### Soft Skills Requirements

- Think Strategically – Assess options and actions based on trends and conditions in the environment, and the vision and values of the UNA.
- Build Relationships – Establish and maintain effective working relationships internally and externally to achieve the goals of the UNA.
- Creativity/Innovation – Develop new and unique ways to improve operations of the UNA and to create new opportunities.
- Focus on Community Needs – Anticipate, understand, and respond to the needs of internal and external members and residents to meet or exceed their expectations within the UNA parameters.
- Plan – Determine strategies related to the role's accountabilities to move UNA forward, sets goals, creates and implements action plans, and evaluates the process and results.
- Lead – Positively influence others to achieve results that are in the best interest of the UNA.
- Make Decisions – Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the UNA.
- Organize – Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- Solve Problems – Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- Communicate Effectively – Demonstrate excellent verbal and written communication skills.
- Foster Teamwork – Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance effectiveness.
- Adaptability – Demonstrate flexibility, versatility and tolerance in a changing work environment while maintaining effectiveness and efficiency.
- Discretion – Understand and demonstrate ethical behaviour and business practices.