



**TOWNSHIP OF LUCAN BIDDULPH**  
Lucan Community Memorial Centre  
263 Main St., Lucan, ON, N0M 2J0  
(519) 227-4442  
Email: [parksandrec@lucanbiddulph.on.ca](mailto:parksandrec@lucanbiddulph.on.ca)

### **Head Day Camp Counsellor - Job Description**

**Position Title:** Head Camp Counsellor, 40 hours a week

**Department:** Recreation Department

**Reports to:** Recreation Coordinator

**Deadline to apply:** Friday February 7, 2025

**Hours of Work:** This position will primarily work between the hours of 7:30 am – 5:00 pm on weekdays from June 27th 2025 to August 29th 2025. Some evenings and weekends may be required prior to the start of the program. The physical environment will primarily be outdoors.

Under the supervision of the Recreation Coordinator through the Manager of Parks and Recreation, the Head Camp Counsellor is responsible for collaborating with the other Counsellors to create activities, implement suitable crafts and games for the age group, and lead the summer camp program while supervising and ensuring the safety of campers. The Head Camp Counsellor is responsible for supervising other Camp staff and volunteers.

#### **Major Responsibilities/Duties:**

1. Supervise the activities of the day camp program to ensure the care, safety, and security of Campers during program hours
2. Create and implement a variety of recreational programs which will include but not limited to: crafts, games, team building activities, sports, and science experiments suitable for campers 5-11 years old
3. Ensure other camp staff are participating, engaging, and collaborating during camp hours
4. Schedule daily lunch breaks with other staff, ensuring to stay in proper camp ratio
5. Promote age-appropriate activities that help build physical literacy, problem solving, and memory development
6. Maintain daily records of attendance, program activities, safety checks, and reports
7. Maintain an inventory of necessary craft materials, first-aid supplies, and other equipment as needed
8. Use appropriate behavior modification techniques while supervising participants
9. Communicate with parents and caregivers on a daily basis and ensure important information is delivered
10. Ensure safety procedures are followed at all times
11. Inform the Recreation Coordinator or Manager of any problems or accidents that arise with campers or staff
12. Participate in all activities with a positive manner (ex. swimming)
13. Perform other duties as assigned

#### **Education/Skills:**

- Must have a current Vulnerable Persons Police Record Check
- Minimum Degree Required: Working towards, or holds a post-secondary diploma in a field relating to the job is desirable (**examples include but are not limited to:** recreation & leisure, teaching, early childhood education, sociology, or social work)



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- Previous years spent as a day camp leader/ supervisor of youth aged 5-11 years
- Volunteer experience working with children
- Has obtained, or is in the process of obtaining a valid First Aid and CPR level C (must have completed by the start of camp)
- Demonstrates strong communication and interpersonal skills
- Quick problem solving skills while working in a busy environment
- Fun, positive, and energetic personality while working in and leading a team setting
- Strong leadership and conflict resolution skills
- Confident leader who has the ability to motivate other Camp Counsellors each day to have a successful and safe camp experience

**Eligibility:**

Student hired must meet the following eligibility criteria:

- Must be currently enrolled in a secondary, or post-secondary education or be within six months of graduation
- Must show proof of enrolment
- Must be a resident of Ontario
- Must be eligible to work in Canada and have reached the age of 16 but not yet reached the age of 25 upon commencement of employment

**Compensation Range:** \$18.20 per hour

**Employment Period:** This position will begin June 27th 2025 to August 29th 2025.

*Please note: there will be a mandatory training day prior to the start of camp. We are looking for staff that is also available to work March Break camp.*

**How to apply:**

Please **email** a cover letter and resume to:

Abby Vandermuren  
Recreation Coordinator  
Township of Lucan Biddulph  
[parksandrec@lucanbiddulph.on.ca](mailto:parksandrec@lucanbiddulph.on.ca)