



**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)

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

**Position Title:** Camp Counsellor, up to 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 Camp Counsellors are responsible for leading, engaging, and organizing the designated activities during the camp day. Camp Counsellors are also responsible for supervising and ensuring the safety and wellbeing of the campers. Camp Counsellors, in pair with the Head Camp Counsellor, will assist the Recreation Coordinator with the creation, planning, and implementation of activities for the summer camp.

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

1. In collaboration with the Head Camp Counsellor, staff will assist the Recreation Coordinator with the creation, planning, and implementation of activities, crafts, and events for the summer camp weeks
2. Actively participate throughout the hours of the camp operation, including early drop off and extended hours pick up
3. Supervise the activities of the day camp program to ensure the care, safety, and security of campers during program hours
4. In partnership with the Head Counsellor, supervise and lead 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
5. Promote age-appropriate activities that help build physical literacy, problem solving, and memory development in community youth
6. Assist the Head Camp Counsellor with preparation for crafts, transitions, or activities- prep work for a craft may be solo at times
7. Maintain daily records of attendance, program activities, safety checks, and reports
8. Use appropriate behavior modification techniques when supervising participants
9. Communicate with parents and caregivers on a daily basis; ensure important information is properly relayed
10. Ensure safety procedures are followed at all times
11. Inform the Recreation Coordinator or Manager of any problems or accidents that arise
12. Participate in all activities with a positive manner (ex. daily swimming time)
13. Perform other duties as assigned



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**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)
- Previous experience working with children is a valuable asset
- 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
- Fun, friendly, energetic, and holds a positive attitude while working as a team member
- Ability to listen to instructions given by the Recreation Coordinator, Manager, or Head Camp Counsellor

**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:** \$17.20 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)