



Town of Innisfail – Job Description Summer Camp Counselor

Department: Community Services
Reports To: Community Facilitator
Program Length: July and August
40 hours/week during the weeks that the Day Camps are operating

Basic Function

Under the supervision of the Summer Camp Coordinator, this position is responsible for implementing daily camp programs through superior customer service, enthusiasm, creativity.

Typical Duties

- Provide direct support to Camp Coordinator
- Assist in the set up and storage of day camp equipment in a safe and appropriate manner
- Have a general knowledge of activities being performed during the day camps
- Understand basic safety and operational guidelines
- Correct unsafe conditions immediately
- Be aware of individual problems and special needs, especially medical concerns
- Report daily to Camp Coordinator
- Pass on comments involving concerns, suggestions and compliments to Camp Coordinator
- Assist in the distribution and pick up of participant evaluations
- Perform general janitorial, housekeeping and maintenance duties as they arise

Minimum Qualifications

- Grade 11 or equivalent
- Standard First Aid certification
- Completed Criminal Records Check within the past 6 months

Competencies:

- Exceptional customer service skills
- Demonstrate a high level of verbal and listening skills.
- Strong oral and written communications
- Demonstrated leadership skills
- Ability to do minor lifting
- Ability to work in noisy conditions
- Ability to work in stressful conditions and deal with conflict situation