



POSITION DESCRIPTION

CAMP COUNSELOR (Contract position) FEBRUARY 2026

REPORTS TO:

Recreation Coordinator

POSITION SUMMARY:

Under the supervision of the Recreation Coordinator will be responsible for working with Camp staff and the Recreation Assistant to deliver a safe, fun, physically active and educational day camp experience. This is a contract position for specific dates during the year.

DUTIES & RESPONSIBILITIES:

1. Implementation of the daily camp programs for children ages 4-12 years;
2. Ensure the health and safety of the children participation in the camp program;
3. Create a fun, physically active and educational day camp experience for all participants;
4. Facilitate activities for our Summer Day Camp;
5. Monitor and provide care for the children participating in the camp program;
6. Provide and actively participate in all camp related activities (i.e. camp trips, games, crafts);
7. Implement required tasks, such as set up and clean up and other day to day camp operations as directed by the Recreation Assistant and Supervisor;
8. Act as a positive role model and leader at all times;
9. Encourage camp participants to follow proper hygiene and cleanliness;
10. Build positive relationships with camp staff, participants and parents and/or caregivers;
11. To follow all policies and procedures as required;
12. Other duties as assigned.



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EDUCATION / EXPERIENCE / SKILLS:

1. High School Diploma;
2. Candidates over the age of 18 will be required to complete a Vulnerable Sector Check.
3. Experience working with children and parents;
4. Strong team experience and organizational and problem-solving skills;
5. Good communications skills;
6. Must be able to pass vulnerable sector check;
7. First aid/CPR training recommended;
8. Excellent interpersonal and communication skills;
9. Have reliable transportation to and from work.

Independence of Action

This position requires the application of established guidelines that are well defined. There is little or no choice of actions

Mental Effort

Mental & visual concentration required frequently for short periods.

Physical Effort

Office environment, but some work performed outside setting up and supervising recreation programs. Will often have to move sports equipment.

Dexterity

Coordination of coarse and fine movements, speed is a moderate consideration.

Accountability

Minor loss of time and resources. May affect work of others.

Safety of Others

Position responsible for the safety of children, which requires a high degree of care to prevent injury or harm to others.



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Supervision

No supervisory responsibility. May show other how to perform tasks or duties.

Contacts

Explain, exchange data or information, clarification of information.

Working Conditions

Work may involve dealing with difficult individuals and some of the programs are held outside.

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.