



## Recreation Services Job Description

<b>Title:</b>
Junior Summer Program Instructor – 2024
<b>Job ID:</b>
Junior Summer Program Instructor - 2024
<b>Department:</b>
Recreation Services – Summer Programs
<b>Job Category:</b>
Part time – Casual (Contract-Seasonal up to 30 hours a week)
<b>Rate:</b>
\$16.92 hourly
<b>Closing Date:</b>
Posting remains open until position is filled
<b>Qualifications:</b>
<ul style="list-style-type: none"><li>• Enrolled in secondary or post-secondary education (Preference given to students returning in the fall)</li><li>• Valid Standard First Aid/CPR C certification</li><li>• Must be a minimum of sixteen (15) years of age</li><li>• Minimum 1 year of previous camp or children’s programming experience</li><li>• Various skills that may relate to crafts, sports, aquatics, wilderness and arts for children’s programming</li><li>• Excellent communication skills to ensure positive interaction with other counsellors, parents, and campers</li><li>• Valid drivers license is considered an asset</li></ul>
<b>Duties:</b>
<ul style="list-style-type: none"><li>• Leading and participating in camp activities</li><li>• Ensuring program materials and supplies are prepared in advance and program areas are clean and tidy</li><li>• Participating in pool activities as required</li><li>• Completing attendance procedures; communicating with parents regarding programming and changes to schedules, concerns or other relevant matters</li><li>• Conducting a daily check of areas and equipment for safety, cleanliness, and good repair;</li><li>• Attending staff meetings as required</li><li>• Other such duties as assigned.</li></ul>
<b>Additional Information:</b>
Eligible applicants are invited to submit their resumes, in confidence, to Kodey Hewlett, Corporate and Community Initiatives Officer, no later than 4:00 p.m. on Friday February 16, 2024. Applications may be submitted by email ( <a href="mailto:hr@westgrey.com">hr@westgrey.com</a> ), or in person at the municipal office located at 402813 Grey Road 4 Durham. If submitting a resume via email, please quote the job ID in the subject line.



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The Municipality of West Grey is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. By submitting your personal information to the Municipality of West Grey, you consent to the collection, use, and disclosure of that information in connection with our recruitment, hiring and/or employment processes. Personal information on this form is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25, as amended, and will be used to determine the qualifications for employment with the Municipality of West Grey. Questions about this collection should be directed to the Municipality of West Grey at (519)-369-2200

The Municipality of West Grey thanks all applicants however only those selected for an interview will be contacted.