



POSITION: Summer Camp Counsellor

**REPORTS TO: Directly – Camp Director
Indirectly – Manager, Community Programs**

Supervises: No Direct Reports

The Humane Society of Kitchener Waterloo Humane Society & Stratford-Perth (The Humane Society) is a recognized Canadian leader in Animal Welfare. Our vision is to be a proactive leader in providing humane care through education, advocacy and enforcement to promote the well-being and appreciation of all animals.

Under the direction of the Manager, Community Programs, Summer Camp Counsellors are responsible for the implementations of summer programs to inspire children, youth and, adults to learn through the delivery of established schedules. Summer Camp Counsellors will lead crafts, games, activities, and lead groups of up to 10 campers through their week at camp.

PRINCIPLE ACCOUNTABILITIES:

- Assist with morning set up and end of day cleaning
- Responsible for supervising a group of up to 10 campers at all times, and leading activities for up to 16 campers.
- Responsible for supervising, leading and participating in all camp games, crafts and activities.
- Reporting to Camp Director about health or behavioural concerns with campers.
- Responsible for assisting with maintaining a positive, energetic environment for all of the campers.
- Help with general housekeeping throughout and at end of each camp day.
- Ensure safety measures and policies are implemented at all times.

In addition to the duties listed above, the Centre expects the following of each Full and Part Time staff member: adhere to The Humane Society policies and procedures; works in a safe manner; acts as a role model within and outside the Centre; seeks out opportunities for continuous professional development; performs duties as workload necessitates; maintains a positive and respectful attitude; communicates regularly with supervisor about any department issues; demonstrates efficient time management and prioritizes workload; consistently reports to work on time prepared to perform duties of the position; meets department productivity standards; participates in The Humane Society events as needed or required; and, completes other duties as assigned.



POSITION REQUIREMENTS:

Weekly commitment: approx. 38 - 42 hours/week, rotating shifts between 8:15 a.m. – 5:15 p.m

- Must have a minimum of 1 year of previous camp experience in a leadership role
- Some post-secondary education in a related is considered an asset
- A valid level C First Aid Certification, or willingness to acquire is an asset
- Must have a Police Information Check completed
- Must be able to follow direction
- Must possess an outgoing, positive attitude
- Must be comfortable interacting with children and ensuring they are all treated equitably
- Must be comfortable supervising your camp group (up to 10 children, with the potential addition of a volunteer Counsellor in Training) on your own
- Must be comfortable handling all types of animals
- Must have reliable transportation to and from the centre every day

WORKING CONDITIONS:

- Work will occur outside with varying temperature conditions
- Some working requires the use of cleaning supplies/chemicals
- Work will sometimes occur in areas with strong odours and high noise levels in regards to barking and other animal related noises
- Exposure to dust and pet hair/dander or other allergens
- Required to expend physical effort for a period of time, standing, bending, walking, running outdoors during games

The above statements are not intended to be an all-inclusive list of the duties and responsibilities of the position. Rather, they are intended only to describe the general nature of the job.