



POSITION TITLE: Summer Camp Director – Kitchener Waterloo Humane Society

Reports to: **Manager, Community Programs or interim**

Supervises: **Camp Counsellors and Camp Volunteers**

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 or Interim, the Summer Camp Director Coordinator is responsible for the development and implementation of a summer-long educational day camp program to inspire children to be responsible pet owners.

PRINCIPLE ACCOUNTABILITIES:

- Before the start of camp, work with the Community Programs team to plan an educational and engaging summer camp. Primary duties during this time include planning staff training, creating learning resources, creating the camp schedule, booking appropriate educational presentations, purchasing materials, and general camp organization.
- Communicate regularly and effectively with individuals both inside and outside of the organization over various mediums (virtual, in person, audio and digital) to book presenters, field trips, busses and more.
- Provide leadership and role modeling to counsellors by generating and maintaining a positive, energetic environment for all campers.
- Provide guidance/supervision/accountability to counsellors in their daily responsibilities.
- Conduct, or involve counsellors in conducting, all camp activities.
- Mediate situations regarding campers as required by counsellors.
- Ensure all resources required each day are organized and prepared in a timely fashion.
- Assist counsellors in dealing with behavioural issues and/or parent concerns.
- Reporting to the Manager, Community Programs about health or behavioural issues with campers, and/or parental concerns and inquiries.
- Delegate/schedule housekeeping tasks among camp staff throughout/at end of each camp day.
- Ensure safety measures and SPHS policies are implemented at all times.

POSITION REQUIREMENTS:



Weekly commitment of approximately 40 hours a week, with shifts between 8:15am and 5:00pm. Position begins Monday, May 13th and runs Monday-Friday (minus statutory holidays) until Friday, August 23rd.

Flexibility with start and end times is required.

The following are general descriptions of some of the requirements necessary to carry out the duties and responsibilities for this position. The Summer Camp Director must have the following attributes and skills, among others:

- Enrolled in University or College in a related field is considered an asset.
- Able to work for the entire summer session.
- Must possess a positive and outgoing attitude.
- Comfortable handling and working with all types of animals.
- Comfortable and effective in skills of public speaking and in animated delivery of presentations.
- Ability to use positive and effective strategies to maintain management of large groups of children.
- At least 1-year previous experience working with children in a leadership role.
- Excellent interpersonal skills to meet/interact with new people daily (i.e. campers, parents, presenters).
- Proficient in full Microsoft Office Suite including PowerPoint, Excel and Publisher.
- Excellent skills in verbal and written communication.
- Reliable transportation to and from the centre every day.
- Excellent decision making and problem solving skills.
- Current police vulnerable sector check.
- Valid level C First Aid/CPR training with proof of certificate is required

WORKING CONDITIONS:

- Work will occur outside with varying weather and temperature conditions.
- May be exposed to infectious waste, diseases, conditions, etc., including exposure to viruses and bacteria.
- Some responsibilities of the position require the use of cleaning supplies/chemicals.
- Work will sometimes occur in areas with strong odors and high noise levels in regards to barking and other animal related noises.
- Required to be able to expend physical effort in standing, bending, walking, and running during outdoors activities and games for extended lengths of time.

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.