

**TOWN OF MINTO  
JOB DESCRIPTION STANDARD FORMAT**

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Position Title: Adventure Camp Leader

Department: Recreation

Report to Title: Adventure Camp Supervisor  
Recreation Services Manager

Revision Date: January 2012

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**Position Details:**

Position Status: Part Time

Normal Work Period: Early July – Late August

Normal Workweek: 40 hours (weekdays)\*

Normal Workday: Days (8:00am – 5:00pm)\*

Pay Method: Hourly (direct deposit, bi-weekly)

\*Based upon the number of camp registrations

**Scope of Position:**

To carry out the Adventure Camp program in Palmerston, Harriston and/or Clifford

**Primary Responsibilities:**

- a) Ensure the safe and efficient operation of the Adventure Camp program
- b) Ensure the Adventure Camp program is run in a professional manner

**Specific Responsibilities:**

**A- Ensure The Safe And Efficient Operation Of The Adventure Camp Program**

1. Execute daily program plans for each day of camp
2. Attend special events for the season as required
  - i) 2-3 Bus Trips
  - ii) Local trips of interest (i.e. Library, Theatre)
3. Complete daily and weekly forms and required paperwork
4. Maintain good communication with parents of camp registrants
5. Ensure the safety of camp registrants at all times
6. Practice and memorize all safety and rescue procedures

7. Respond to emergency situations as required (i.e. first aid treatment)
8. Ensure required supplies are on site
9. Mentor Leader in Training (LIT volunteers) when on site

**B-Ensure The Adventure Camp Facility Is Run In A Professional Manner**

1. Ensure Town of Minto's Adventure Camp Policy Manual is being adhered to at all times
2. Perform administrative duties such incident reports, pay sheets, program evaluations, balance of daily cash receipts and depositing all revenue to the Municipal Office
3. Maintain a clean and neat program site (indoors & outdoors)
4. Perform daily clean-up duties at Adventure Camp program locations
5. Wear proper Town of Minto uniforms while on duty
6. Report to work 15 minutes before the start of your scheduled shift
7. Be a positive representative of the Town of Minto at all times

Other duties as assigned by the Adventure Camp Supervisor & Recreation Services Manager

**Qualifications:**

1. Minimum of 15 years of age
2. Current Emergency First Aid & CPR B or C

**Key Skills:**

1. Excellent oral and written communication skills
2. Ability to work in a team environment
3. Previous day camp or child supervision experience
4. Customer service oriented