



RM OF WEST ST. PAUL

POSITION DESCRIPTION

POSITION Camp Staff	DEPARTMENT: Recreation
EFFECTIVE DATE: June 2022	DATE REVISED: January 2024
SUPERVISOR: Camp Supervisors and Supervisors in Training	

SUMMARY:

The Camp Staff working under the supervision and direction of the Camp Supervisors and Supervisors in Training will assist in the planning, organizing, implementation and supervision of all aspects of the West St. Paul Summer Camp Program.

KEY RESPONSIBILITIES:

- Caring for and supervising children enrolled in the program.
- Participate, be present, and engage with children for all camp activities.
- Assisting with the planning and facilitation of the day-to-day activities of the program.
- Assisting with the supervision of the Junior Volunteers in the Junior Volunteer Program.
- Enforcing the rules and providing the appropriate kind and amount of discipline to the children enrolled in the program.
- To maintain a safe, clean environment for the children enrolled in the program.
- To know, observe, implement, and respect all Municipal and Camp policies including, but not limited to the No Cell Phone Policy.
- To respect the rights of confidentiality and privacy in all matters affecting or involving the program and/or service, and the participants
- To perform other duties and supervise special events as assigned, consistent with the job description.

Education, Experience and Qualifications:

- Student enrolled in High school or Post-Secondary Education.
- Experience/skills specific to Children's Recreation (i.e. experience with arts/crafts, sports/games, group recreation, special activities, etc.).
- Ability to work on your own with minimal supervision.
- Have experience working with and dealing with children of all ages.
- Be flexible in terms of the hours available to cover required shifts.
- Hold current Emergency First Aid and CPR Certifications (or willing to obtain).
- Clear Criminal Record Check and Child Abuse Registry Check.

Working Conditions and Physical Demands:

- This position will work a 40 hour work week.
- The position will require slight physical effort.
- Work indoors and outdoors.

This description contains the elements necessary for the identification and evaluation of the job. The description is not intended to be an exhaustive list of all responsibilities and activities required of the position. The incumbent may be required to perform other related duties.

Incumbent

Municipal Legislative Officer

Date

Chief Administrative Officer