



Day Camp Counsellor

Tay Township - Employment Opportunity

Student, Contract Position (On-Site) – Summer 2025

Tay Township, located on the sunset shores of Georgian Bay, is seeking driven individuals to join #TeamTay for the 2025 Summer Term (June 26 to August 22, 2025) as Day Camp Counsellors. Tay Township proudly offers students a hands-on learning environment based on variety, development, and mentorship.

Reporting to the Manager of Parks, Recreation and Facility Services, the Day Camp Counsellor facilitates and instructs activities, sports and crafts for children enrolled in day camp ranging from ages 5 to 12.

Qualifications

- Active enrollment in post-secondary education at an accredited educational institution; enrollment in Early Childhood Education, Education, Child and Youth Worker, Recreation, or another relevant discipline, at an accredited educational institution, is considered an asset.
- Experience in childcare programming, game/craft coordination, and soccer and/or other sports coordination/coaching is considered an asset.
- Related cooperative education/work experience is considered an asset; preference may be given to those with experience in a municipal or public sector environment, but public sector experience is not a requirement.
- Standard First Aid and CPR certification in good standing.
- Attention to detail; mental and visual concentration and alertness to ensure the safety of others.
- Must meet the requirements of a Competent Person as defined by the Occupational Health and Safety Act.

The pay rate for this Full-Time, Student Contract position is \$18.75 per hour with a regular workweek of generally 35 to 42 hours per week; subject to variable hours of work.

Join #TeamTay today and help transform the way local government connects with the community it serves.

Interested applicants are encouraged to do the following:

1. Reference the complete position description including comprehensive qualifications available on the Tay Township website – www.tay.ca/jobs
2. Please submit (1) a cover letter and (2) a resume via email by **4:00 p.m., Friday, January 17, 2025**, to the attention of **Human Resources (HR@Tay.ca)**.

Application Notes:

- Please reference '**2025-001**' within the email subject line.
- Please indicate how you heard about this opportunity within your application.

We appreciate the interest of all applicants, however, only those candidates selected for consideration will be contacted. Only applications submitted through email communication will be accepted. All applicants must provide a valid email address for communication purposes. Written correspondence pertaining to this recruitment may be sent to the email address provided.

Personal information collected under the authority of the Municipal Act and in accordance with the Municipal Freedom of Information and Protection of Privacy Act will only be used to determine eligibility for potential employment. Tay Township is an inclusive employer committed to providing a fully accessible recruitment process. Please contact us during the recruitment process and let us know what accessible support you may need.

Posted: 2024-12-17



**POSITION DESCRIPTION
TAY TOWNSHIP**

Position Title: Day Camp Counsellor	
Position Classification: Student	Pay Band: Student - 1
Department/Division: Operational Services/Parks, Recreation and Facility Services	Reports to (Directly): Manager of Parks, Recreation and Facility Services
Direct Reports: None	Indirect Reports: None
Revision Date(s): December 2024; January 2024; January 2022; February 2021; January 2016	Hours Per Week: 35-42

Position Summary:

Reporting to the Manager of Parks, Recreation and Facility Services, or their designate, the Day Camp Counsellor facilitates and instructs activities, sports and crafts for children enrolled in day camp ranging from ages 5 to 12.

Learning Objectives:

- ❑ Learn to lead a variety of day camp activities, ensuring they are engaging, safe, and suitable for different ages.
- ❑ Enhance communication skills by interacting with children, parents, fellow day camp staff, volunteers, and other Township staff, by learning how to ensure clear and effective information is exchanged.
- ❑ Learn to create inclusive and respectful environments that celebrate diversity, ensuring all children feel welcomed and valued.
- ❑ Gain an understanding of the structure and functions of Municipal Government, including the roles of various departments and officials.

Responsibilities:

1. Prioritizes child well-being, safety, and protection throughout the camp; evaluates situations for potential risks to the safety, protection and well-being of campers and staff, proactively taking mitigating actions to address such risks; reports all incidents promptly and thoroughly to the Summer Program Coordinator and/or Manager, using incident/accident report forms and processes.
2. Provides a safe and healthy environment, both physically and mentally, to ensure the delivery of quality children's programming.
3. Contributes to a program environment which promotes inclusion and active living, concentrating on providing participants with an opportunity to increase self-esteem and create lasting connections.
4. Facilitates and instructs high-quality, age-appropriate, fun, safe, and diverse activities, and programs for children between the ages of 5 and 12.
5. Responsible for the supervision and safety of Day Camp participants at all times.
6. Assists with the coordination of the soccer program, including coaching.
7. Maintains awareness of participant dietary/medical/behavioural needs, and all relevant action plans.
8. Attends all staff meetings and training to ensure understanding of organizational and program policies, emergency procedures, and their application.
9. Cleans and ensures the proper use of program facilities and equipment.
10. Models the Township's values by learning, being comfortable with new ideas, and having the curiosity to seek innovation and the courage to seek change; explores new technologies/best practices to re-think administrative practices and identify initiatives that can deliver greater benefit for Tay community members.
11. Maintains a high degree of confidentiality and security of information; where information is developed before Staff/Public release, ensures the confidentiality of information produced.
12. Ensures compliance with the Occupational Health and Safety Act and other applicable legislation by following the Township's Health and Safety program, procedures, and best practices.
13. Performs other related tasks and functions as assigned that are required or determined by the Township's requirements relative to the nature of the position. The responsibilities listed above are not intended to be an inclusive list. The omission of specific statements of duties does not

exclude them from the position if the work is similar, related or a logical assignment to the position.

Qualifications:

Education, Certifications, and Training

- ❑ Active enrollment in secondary or post-secondary education at an accredited educational institution.
- ❑ Active enrollment in Early Childhood Education, Education, Child and Youth Worker, Recreation, or another relevant discipline, at an accredited educational institution, is considered an asset.
- ❑ Standard First Aid and CPR certification in good standing.
- ❑ High Five - Principles of Healthy Childhood Development Certification is considered an asset.

Experience

- ❑ Experience in childcare programming, game/craft coordination, and soccer and/or other sports coordination/coaching is considered an asset.

Knowledge

- ❑ Knowledge of age-appropriate childcare programming, games, sports, and activities is considered an asset.

Skills and Competencies

- ❑ Must meet the requirements of a Competent Person as defined by the Occupational Health and Safety Act.
- ❑ Attention to detail; mental and visual concentration and alertness to ensure the safety of others.
- ❑ Developed acumen, emotional intelligence, and interpersonal and public relations skills to deal courteously and effectively with all levels of staff and government, elected officials, committees, community groups and organizations, and the public with the ability to always exercise integrity, tact, and good judgement.
- ❑ Organized, flexible and able to deal with multiple priorities as assigned.
- ❑ Resolves conflicts without major disruption to workflows or interpersonal relationships.

Effort, Physical Demands and Working Conditions:

- ❑ Regular workweek – Generally 35 to 42 hours per week; subject to variable hours of work.

- Performance of duties normally takes place in various indoor/outdoor environments; may be subject to inclement weather; appropriate personal protective equipment (PPE) must be worn as required.
- Position involves physical efforts of sitting, standing, sprinting, walking, and prolonged computer/office equipment use.
- Position involves mental and visual concentration with close attention to detail, including reading, analyzing, writing, providing, and presenting information, balancing multiple demands, dealing with interruptions/distractions, and addressing evolving and tight deadlines; involves contact with stakeholders that can include uncomfortable/sensitive situations.
- Problem-solving/decision-making efforts and responsibilities include a degree of analysis; decisions are to be made within the corporate mandate by following methods, guidelines, policies, or procedures; position requires confidentiality and discretion in many aspects of the work.

Employment Conditions:

- Must be age 16 or older.
- Must be available to work exclusively from late June to late August.
- Satisfactory Vulnerable Sector Check (VSC) provided via the Ontario Provincial Police is required as the position involves the 1:1 care and control of a vulnerable population. Note: Applicants under the age of 18 do not qualify for a Vulnerable Sector Check as per the Royal Canadian Mounted Police's (RCMP).