



Summer 2018 Job Opportunity: Day Camp Counsellor

About the Windsor Junction Community Centre (WJCC)

At the WJCC we believe that being the centre of the community means bringing families together for fun and recreation. Established in 1947 by the Windsor Junction Athletics Association through the donation of land from local families, the WJCC has grown to include two ballfields, a waterfront on Third Lake with lifeguards, swim lessons, daycamp, a swim team, youth leadership, an expanded clubhouse, and programs for those who live in Lakeview, Windsor Junction and Fall River.

Position Overview: WJCC Day Camp Counsellor

The WJCC Day Camp Counsellor will spend the most time with the children with responsibilities such as leading games and activities, safety supervision, assisting the children with lunch, swimming, water break, roll call, sunscreen application and administering first aid as required. This position will report directly to the WJCC Camp Program Director. They will also work in cooperation with other WJCC Camp Management Team and staff.

Essential Job Functions

- Provide a safe and fun environment for all children
- Interact in a positive attitude with children, families, patrons and staff
- Deal with day camper incidents and administer first aid as required
- Use judgment to decide whether or not to discipline any of the children
- Take direction from the WJCC Camp Program Director, Camp Manager, Assistant Manager and other management staff
- If certified, be willing to step into lifeguard and/or swim instructor roles
- We expect all staff to treat the building and surrounding properties with care and cleanliness
- Participate in staff meetings and training sessions
- Represent the WJCC in a positive and professional manner

Requirements

- Standard First Aid and CPR-C
- Oxygen Administration
- AED
- Current and clear Vulnerable Sector, Criminal Record and Child Abuse Registry checks

Additional Assets

- Current WSI
- Current WSIT
- Current NLS Waterfront
- Current LSI/Examiner

Hours

- Part-time: 25 hours per week, Full-time: 40 hours per week

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.