



EMPLOYMENT OPPORTUNITY

Community Services – Summer Camp Supervisor

Position Start Date: June 30, 2025

Position End Date: August 29, 2025

Description

Reporting directly to the Camp Program Coordinator, the Camp Supervisor is responsible for ensuring a positive, safe, and structured camp program experience, working in accordance with the Township of Uxbridge policies, procedures, and guidelines. Camp Supervisors will program and implement 8-9 weeks of memorable activities and experiences for campers, working in ratio with Camp Counsellors and Volunteers. The Camp Supervisor may also perform additional duties or special projects as assigned.

Duties and Responsibilities

- Provide a safe, fun, and structured camp program for participants ages 5-15yrs
- Create and oversee the daily operation of camp programming
- Responsible for the health and safety of campers, staff, and volunteers, including the administration of First Aid if/when necessary
- Responsible for weekly administrative documents and paperwork for designated camp(s)
- Communicate daily with parents/guardians and participants
- Provide valuable guidance to staff and volunteers, including the completion of weekly evaluations
- Attend and actively participate in staff training and weekly staff meetings
- Hours of work fall between 7:30am-5:30pm, Monday to Friday
- Required to work in a variety of municipal facilities (including outdoor facilities) and follow all procedures and safety policies of the Township of Uxbridge
- *Working weeks are dependent on camp registration numbers*

Qualifications and Competencies

- Ability to develop, schedule, organize and implement 8-9 weeks of program lessons plans
- Demonstrated ability to manage staff and delegate responsibilities
- Well-developed and professional interpersonal, written, and verbal communication skills
- Demonstrated ability to mentor and establish rapport with participants, staff, and volunteers; concrete relationship building skills
- Ability to comfortably and professionally handle parent, camper, and staff concerns; conflict management
- Currently enrolled in school full-time or returning to school full-time in Fall 2025
- Minimum 2 years' experience working with children in a Recreational/Camp environment, previous supervisory role and/or municipal experience an asset
- Must be available to work all eight (8) weeks of the summer camp schedule (June 30-August 22), with the option of a ninth (9) week available (August 25-29)
- Must participate in the hiring process of Counsellor's and Assistant Counsellors
- Must be available to attend staff training dates throughout June 2025 (dates TBD)
- Current Standard First Aid and CPR 'C' mandatory before start date



- Job Offers are contingent upon the successful completion of a Vulnerable Sector Check (ages 18+)

If you are interested in joining our team, please forward your resume and cover letter with attention to Chris Gilmour at camps@uxbridge.ca, specifying the role you are interested in. Resumes will be accepted until **February 7, 2025 at 4:30pm.**

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The Township of Uxbridge will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.