



Camp Program Supervisor

The Opportunity

The Town of Grimsby is committed to building a future that welcomes innovative new ideas while protecting and preserving its distinct heritage. It is a place where leaders are committed to sustainability and honouring Grimsby's treasured natural setting. Grimsby has become a sought-after community where residents enjoy waterfront living, historic neighbourhoods, active living, and world class natural amenities. It is conveniently located in the Greater Toronto and Hamilton Area (GTHA) in a region that is home to Niagara wineries, agriculture, cuisine, and internationally recognized attractions.

The Portfolio

Reporting to the Recreation Supervisor, Programs and Services, the Camp Program Supervisor is to plan, organize, implement, and evaluate the specified Town of Grimsby recreation program in accordance with the Departments policies, procedures and guidelines.

The Candidate

As a candidate for this position, you are currently enrolled in secondary school. You have Standard First Aid and CPR-C certification and have completed Principles of Health Childhood Development (High Five PHCD) training. You demonstrate a strong interest in working with children and providing active leadership. You possess strong decision-making skills, good judgement, and strong verbal/written communication skills. Previous experience working with children is considered an asset.

Working for the Town of Grimsby

This is a seasonal position working up to 40 hours per week. The Town of Grimsby offers candidates for this position an hourly wage of **\$19.56 per hour** (2025 rate).

The Town supports the health and wellness of our employees; a commitment that is demonstrated through free access to Town recreation facilities for employees and flexible working arrangements.

How to Apply

If you are excited by this opportunity, we are excited to hear from you!

We invite you to submit your application to hr@grimsby.ca by **February 7, 2025 at 4:30 PM**. Please quote the posting number in the subject line. A full job description can be found below.

Posting #: 04-2025

We thank all applicants for their interest, however only those selected for an interview will be contacted.

The Town of Grimsby is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection processes, and work environment. We will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process. Please contact the Office of Human Resources, hr@grimsby.ca if you need assistance.

Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.



JOB POSTING

Camp Program Supervisor

Community Services Department

Duties and Responsibilities:

1. Program Leadership (50%)

- 1.1 Organize, conduct and document staff training meetings (approved by Recreation Supervisor, Programs and Services)
- 1.2 Supervise program leaders and volunteers during all program hours and maintain ongoing communication with staff ensuring a positive, professional and productive work environment
- 1.3 Conduct staff and volunteer evaluations as specified and report any staff discipline matters to the Recreation Supervisor, Programs and Services
- 1.4 Ensure that all staff, volunteers and program registrants are participating in the program in a safe manner and any safety or supervision issues are dealt with immediately
- 1.5 Ensure that daily site checks are completed and documented. Follow up with any concerns.
- 1.6 Be aware of all program policies and procedures and ensure that they are being adhered to (for example attendance policy, child management policy, code of conduct)
- 1.7 Address any program concerns in a professional and courteous manner seeking assistance from the Recreation Supervisor when needed
- 1.8 Have a comprehensive knowledge of all activities that are scheduled and ensure that staff are carrying out the program as outlined

2. Program Planning (35%)

- 2.1 Create a detailed plan for all hours of the programs which incorporates safety, healthy child development principles, and the themes and focus of the program
- 2.2 Ensure that program supplies are ample and in good working condition
- 2.3 Handle all administrative duties for the program including maintaining a budget of expenses, completing all requested documentation, preparing certificates and communications, and organizing any special arrangements or activities for the program
- 2.4 Prepare, organize and deliver staff resources such as manuals, schedules, staff uniforms, staff training dates, and other documents in coordination with the Recreation Supervisor, Programs and Services

3. Administrative (15%)

- 3.1 Ensure all reports and forms are delivered according to the deadlines, such as pay sheets, incident reports, staff training components, statistic reports and program evaluations

- 3.2 Assist with advertising for the program and communicate any notices, changes and important information to parents
- 3.3 Prepare and deliver a final evaluation report

4. Other

- 4.1 Works in a safe manner in accordance with the Occupational Health and Safety Act, associated regulations, other applicable legislation, Town by-laws, policies, procedures, and guidelines.
- 4.2 Other related duties, as assigned.

The successful candidate will possess the following:

Education

- Enrolled in secondary school.

License, Registration and Training

- Standard First Aid and CPR-C certification
- Principles of Healthy Childhood Development (High Five PHCD)
- Police Vulnerable Sector Check (Level 3) to the satisfaction of the Town.

Experience

- Experience in the program subject area to be delivered (gymnastics, music programs, crafts)
- Experience working with specific age population as relevant to program delivery

Knowledge/Skills/Abilities

- Demonstrates good decision making and judgement
- Demonstrates a strong interest in children (or age demographic) and actively providing leadership
- Organized and attentive
- Good written communication skills
- Strong verbal communication skills

A combination of education, training, and experience may be considered.