



11255 Okanagan Centre Rd. W.
Lake Country, BC V4V 2J7

POSITION	Day Camp Leader
STATUS	Contract
CONTRACTOR	Lake Country Heritage and Cultural Society operating the Lake Country Museum & Archives
PLACE OF WORK	11255 Okanagan Centre Road West, Lake Country, BC
RESPONSIBLE TO	Executive Director
PURPOSE	The Day Camp Leader is responsible for administering and creating an inviting, stimulating, and safe camp environment.
TIMEFRAME	Up to a maximum of thirteen (13) weeks per year outside the Province of BC School District #23 school calendar.
APPLICATION	Submit a detailed resume with cover page no later than November 20, 2020.

SCOPE OF SERVICES

The Day Camp Leader manages all aspects of the camps, including scheduling, day planning and preparation, program implementation, expense tracking, training of assistants and corresponding with parents. Museum personnel work together to share ideas and to develop joint projects and activities. As a professional, the Day Camp Leader is expected to contribute to a team-centered working environment with staff and volunteers that is friendly, respectful, open and honest.

RESPONSIBILITIES

1. Administrative Responsibilities:

- Camp Management: Take responsibility for all aspects of camp coordination and success
- Camp Programming: Plan, confirm and coordinate all details of day camp activities, including learning activities, recreational sites (parks, sports field) etc.
- Staff scheduling: Coordinate daily and weekly schedules. Supervise staff attendance.
- Daily management of space & supplies: Ensure classroom space is safe, clean and attractive; establish and maintain inventory of supplies & equipment.
- to coordinate daily and weekly schedules; Supervise staff attendance.
- COVID-19 safety protocols: Follow current policy and implement to the highest level.
- Communication: Stay abreast of what's happening in the center and keep families informed with updated bulletin boards, current lesson plan, important notices, etc.
- Supervise camp attendance-keeping, filing of reports: Collect daily attendance sheets, ensure accurate counts; delegate responsibility as needed for keeping up with attendance sheets, incident reports.
- Be aware of policy, guidelines and/or other changes. Ensure that other members of the team are informed of changes or important information.

2. Classroom Responsibilities:

- Day Camp Activities: Oversee all aspects of program planning, implementation, and evaluation.
- Lesson Planning: Review, approved detailed lesson plans that provide an appropriate balance of independent and day camp leader-directed activities, a broad range of experiences, and frequent

Classroom Responsibilities Continued...

opportunities for children to make choices about what they do. Assure that materials and equipment are available to support planned activities.

- **Maintain standards and discipline:** Show decisiveness in dealing with child-related incidents; make decisions based on thorough understanding of health and safety policies.
- **Physical Environment:** Oversee physical space to maximize independence of children, provide a safe and stimulating environment, enable effective use of space, and provide an attractive and welcoming environment. Alert the Executive Director to any concerns about cleanliness, needed repairs, or safety.
- **Health, Safety & Nutrition:** Enforce COVID-19 safety protocols and safety procedures. Intervene when children may injure themselves or others, and promptly complete an incident report in the event of an injury.

ADDITIONAL SKILLS

- Ability to be flexible in scheduling to meet the needs of the overall program
- Excellent communication skills, verbal and written
- Honesty, integrity and commitment to confidentiality
- Imagination
- Proven leadership ability
- Evidence of being a problem solver

QUALIFICATIONS

- Basic computer skills and familiarity with word processing, spreadsheet, and digital imaging programs (i.e., MS Word, Excel, downloading photos).
- Obtaining a BA in Education or related field and a minimum of one year's experience working in a leadership capacity with children in group care, eg. Teacher's Assistant or Program Coordinator. Candidates without post secondary education must have two years' experience working with children in a leadership capacity in an educational, summer/day camp or after-school setting.
- Provide a criminal record check within the last two years
- First aid/CPR: Preference given to candidates with first aid training.
- Lift 50 pounds, walk, bend, stand, squat or sit on the floor (with children) throughout an 8-hour day.

CONTACT:

Executive Director

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