

TOWNSHIP OF NORTH HURON POSITION PROFILE

Position Title: Summer Day Camp Leader

Department: Recreation Department

Report to Title: Summer Day Camp Supervisor or North Huron Recreation Supervisor

Revised February 2026

Pay Range:	\$18.28-23.22
Position Status:	Part Time- or Full-Time Summer employee
Pay Method:	Hourly
Normal Work week:	20-40 hours (day and afternoon shifts)
Hours up to 40 hours in a week:	paid at straight time
Hours greater than 40.0 hours in a week:	paid at time and half
Location:	North Huron Wescast Community Complex North Huron Parks in Wingham

A- Position Description

1. Scope of Position:

The summer daycamp leader performs a variety of tasks such as organizing games, crafts, and other activities for each week of day camp. Some of the extra tasks required to plan include Friday trips and special events.

The summer daycamp leader reports to the Daycamp supervisor and if the problem requires more help then reports will be made to the North Huron Recreation Supervisor.

2. Key Responsibilities

- a) To provide supervision to children from the community
- b) To facilitate a healthy environment that enables children to put forth their best abilities
- c) To teach new skills, be a mentor and a role model to children by modelling appropriate behaviours and attitudes
- d) To provide age appropriate activities, that promote memory development, problem solving skills, story telling, games etc.
- e) To match ability and expectations of children to games and activities
- f) To be a caring mentor that will provide a stable, safe environment and continue to have a positive attitude.
- g) To help promote friendships and cooperation to promote unselfish attitudes and behaviours
- h) To maintain a professional attitude when dealing with other staff members and the public
- i) To make sure safety procedures are followed at all times
- j) To inform the supervisor of any problems that may arise
- k) To help plan and organize Friday trips as well as special events.
- l) To attend weekly meetings held by the supervisor
- m) To participate in all activities with a positive manner (swimming, day bus trips, community visits, etc.)
- n) To inform the supervisor of supplies that are needed
- o) To hand in pay sheets biweekly

3. Key Relationships

Internal

Daily interactions with other summer staff and day camp supervisor
Interactions with the recreation department staff at the NHWCC
Interactions with the Facility Manager
Interaction with Aquatics Staff
Interactions with the North Huron Recreation & Fitness Supervisor

External

Public: daily at the daycamp locations

Strong interpersonal skills and communication skills are essential to perform this position competently

4. Decision Making Authority and Judgement Used

This position mainly provides support for the summer day camp leader staff at the North Huron Recreation Dept. There is little authority for independent decision making. If a decision is required outside their authority, they will consult the summer daycamp supervisor or NH Recreation Supervisor.

Judgement is required:

- To prioritize the needs of the campers and ensure that those needs are being met
- To provide guidance and assistance to campers
- To ensure that safety procedures are being followed and the children are well supervised
- To deal with members of the public (children and parents)

5. Problems Solved

Most of the duties performed by the Summer Daycamp Leaders are in accordance with established policies and procedures under supervision. Normally the problems to be solved are predictable and require no research beyond established policies and procedures. The leaders are to inform the supervisor immediately when they encounter a problem.

The daycamp leaders are often in contact with parents of the daycamp children daily. They must use judgement to ensure the person is handled promptly and professionally. If problems are more than knowledge of job, then leaders are to direct all problems to the daycamp supervisor, who will then direct them to the recreation supervisor if required to do so.

B- Position Specifications

The formal education, training, work experience and other key skills of an individual must be evaluated simultaneously.

1. Formal Education

Minimum degree required:

Secondary School (age 16)

Post Secondary – in a field relating to job desirable

High 5 certification

First Aid and CPR	
2. Work Experience	Minimum Years Required
Experience with community (i.e. volunteer, part-time job etc)	one year
Experience in recreation	desirable

3. Other Key Skills

Previous years spent as a Daycamp Leader
 Valid Drivers License
 Professional under pressure
 Good oral and written communication skills
 Strong Interpersonal Skills
 Self Motivated and good time management skills
 Well Organized

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C- Position Characteristics

1. Impact and Accountabilities

This is a support position so the impact on the organization is indirect. If the daycamp leader is unable to show up to work then it affects the children and other staff members. In such a case the supervisor would have to fill in for the length of time.
 This position is responsible for the daycamp supplies needed
 This position does not have a budget to follow

2. Supervisory Responsibility

To ensure that all children are being properly supervised and all safety procedures are being followed to the best of their ability.

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D- Working Conditions

1. Physical Effort and Environment

The daycamp leader may have to work evenings or weekends when various programs, events or meetings occur. The daycamp leader is required to spend many hours outdoors with the children, participating in the same activities as the children.

The physical environment is outdoors and proper measures should be taken towards the weather

2. Mental Effort

The mental strain resulting from the work of the recreation daycamp leader is manageable. Leaders may feel the effects from being outdoors and should take proper precautions to avoid any illness or discomforts.

**TOWNSHIP OF NORTH HURON
POSITION PROFILE**

By signing below I, _____ confirm that I have received, read and understood the contents of the Summer Day Camp Position Profile.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____