

TOWNSHIP OF NORTH HURON  
POSITION PROFILE

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**Position Title:** Summer Day Camp Supervisor  
**Department:** Recreation Department  
**Report to Title:** North Huron Recreation Supervisor

**Revised-** February 2025

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Pay Range:	\$18.96 - \$25.60
Position Status:	Full time summer employee
Pay Method:	Hourly
Normal Workweek:	40 hours (day and afternoon shifts)
Hours up to 40 hours in a week:	paid at straight time
Hours greater than 40.00 hours in a week:	paid at time and half
Location:	North Huron Recreation Office at the NHWCC

## **A- Position Description**

### **1. Scope of Position:**

The summer daycamp supervisor performs a variety of administrative tasks as well as organizing such activities as Friday trips and special events and supervision of daycamp leaders. The summer daycamp supervisor reports to the North Huron Recreation and Fitness Supervisor.

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### **2. Key Responsibilities**

- a) To provide supervision to children from the community, when out in the parks
- 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 provide hired leaders with guided expectations throughout the summer
- j) To maintain a professional staff and make sure the programs that are offered, run smoothly
- k) To write and mail weekly newsletters for each age group
- l) To Plan and organize all Friday bus trips as well as special events
- m) To be available to parents if they require assistance
- n) To hold weekly meetings for staff
- o) To perform two evaluations throughout the summer of hired summer staff
- p) Collect and tally pay sheets biweekly
- q) To order supplies, including uniforms

### **3. Key Relationships**

*Internal*

Daily interactions with recreation department staff and summer staff  
Interactions with the Facility Staff  
Interaction with Aquatics Staff  
Interaction with the North Huron Recreation Supervisor  
Interaction with the Director of Recreation and Community Services

*External*

Public: daily in the office and on the phone  
Businesses/ suppliers: as required by daycamp

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

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#### **4. Decision Making Authority and Judgement Used**

This position mainly provides supervision and support for the summer daycamp 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 North Huron Recreation Supervisor a senior manager.

Judgement is required:

- To prioritize the many tasks in the process at any time to ensure deadlines are met
  - To provide guidance and assistance to staff
  - To ensure the documents are typed and accurate and without spelling or grammar errors
  - To deal with members of the public (children and parents)
  - To deal with behavioural issues.
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#### **5. Problems Solved**

Most of the duties performed by the Summer Daycamp Supervisor 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 daycamp supervisor is often the first in contact with parents of the daycamp children. They must use judgement to ensure the person is handled promptly and professionally. Problems must be assigned to the appropriate North Huron employee tactfully and promptly. The daycamp supervisor should sit down and discuss with staff problems that arise in regards to their performance.

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#### **B- Position Specifications**

The formal education, training, work experience and other key skills of an individual must be evaluated simultaneously. For example, a person may not possess the minimum designation or degree but have compensating work experience.

##### **1. Formal Education**

*Minimum degree required:*

Secondary School Diploma

Post Secondary – in a field relating to job desirable

High 5 Certification  
First Aid and CPR

<b>2. Work Experience</b>	<b>Minimum Years Required</b>
Experience with community (i.e., volunteer, part-time job etc)	one year
Experience in recreation	desirable
Experience in a municipal recreation dept.	desirable

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### **3. Other Key Skills**

Previous years spent as a Daycamp Leader/ supervisor  
Valid Drivers License  
Strong word processing skills (preferably on word and excel)  
Working knowledge of office equipment including phone system, calculator, fax and photocopier  
Professional under pressure  
Good oral and written communication skills  
Strong Interpersonal Skills  
Self Motivated and good time management skills  
Well Organized  
Ability to work in a fast paced environment under pressure and able to meet deadlines  
Team leader skills

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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 supervisor is not able to keep up with the administrative work that is required for the recreation services, the township may be affected.

This position is responsible for the daycamp supplies inventory as well a training session to help with the qualification of the hired staff and supervising summer daycamp staff.

This position does have a budget to follow.

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### **2. Supervisory Responsibility**

To ensure that all staff members are doing an adequate job in supervising the daycamp children and following all safety procedures.

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## **D- Working Conditions**

### **1. Physical Effort and Environment**

The daycamp supervisor may have to work evenings or weekends when various programs, events or meetings occur. The daycamp supervisor may be required to spend many hours sitting at a computer screen.

The daycamp supervisor requires the ability to operate the computer and components as well as other office equipment.

The physical environment is comfortable, normally indoor in a clean office.

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## **2. Mental Effort**

The mental strain resulting from the work of the recreation daycamp supervisor is manageable. While completing the supervisor assignments may be interrupted to answer phone calls or to attend to the needs of his/ her staff members.

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: \_\_\_\_\_