

**Heartland Forest Nature Experience
Job Description**

Summer Camp Group Leader

Reports To: Forest Discovery Program Director
Hours: 30-35 Hours per week
Status: Contract
Start Date: Monday, June 22nd, 2020
End Date: Friday, August 28th, 2020

Summary:

Works with Forest Discovery team in organizing, planning and administering Summer Adventure Camp and community day camp visits at Heartland Forest Nature Experience. Provides a warm and friendly environment by greeting and engaging with campers throughout the scheduled activities. Relates professionally and with respect to children, youth, parents, caregivers and the staff teams. Heartland Forest Summer Adventure Camp runs outdoors rain or shine in a forested area promoting outdoor experiential environmental education and physical fitness.

Responsibilities:

All essential job responsibilities will be executed in accordance with Heartland Forest's Administrative policies.

Forest Discovery Day Camp Responsibilities:

- Plan and prepare Learning Station curriculum for community day camp bookings
- Lead Learning Stations with enthusiasm
- Support the successful execution of Forest Discovery Bookings
- Assist with other duties as required

Summer Camp Responsibilities:

- Plan and prepare Day Camp activities and themes that are diverse from week to week
- Create and implement activity plans for transitional periods and rainy days
- Supervise up to 13 campers during each week of day camp
- Provide direct camper care, prioritizing the physical, social, emotional health-safety and well-being of each individual camper
- Oversee inventory and maintenance of camp supplies (arts, crafts, equipment, etc.)
- Be organized – understand the logistics and keep support staff accountable for details
- Keep Day Camp parents well informed of the program activities
- Distribute parent/caregiver survey for each camper
- Collect Day Camp campership materials (photos, thank you letters) for each week
- Manage camper behaviors using positive behavior management techniques, enforcing appropriate safety policies, emergency procedures, and camp rules
- Support modifications and supports for special needs campers under the direction of the Inclusion Counsellors
- Participate in all activities with the campers in an energetic and enthusiastic manner
- Responsible for managing crisis situations related to behavior and health as needed

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Day Camp Responsibilities, Continued:

- Participate in staff training prior to camp as well as weekly staff meetings either before or after camp hours as determined by Camp Director
- Assist with program evaluation
- Assist with other duties as required

Competencies:

- Deals courteously with incidents, problems and emergencies as outlined by departmental policies and procedures
- Excellent verbal communication skills required, along with good organizational skills

Education, Experience, Licenses and Certificates:

- First Aid and CPR certificates
- Clear vulnerable sector screening, Valid Ontario G License and access to a vehicle required
- Previous experience in outdoor children's educational programming or a current enrollment in a complimentary post-secondary diploma or certificate program is an asset

Safety:

- Supports the corporate Occupational Health & Safety initiatives by incorporating safe work practices into daily work routine
- Reports any unsafe conditions or observed unsafe work practices to Camp Director

Work Conditions:

- Required to work outdoors, in a variety of weather conditions and able to walk distances over uneven terrain
- Able to educate with enthusiasm regardless of weather conditions
- May be required to work some evenings and weekends
- Some physical labor involved (backpacking and some lifting involved, for example: moving firewood, chairs, tables and light landscaping)

Note: This job profile indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. The incumbent may be asked to perform other duties, which may be assigned from time to time.