



City of Niagara Falls POSITION VACANCY

Proud to be recognized as one of Hamilton-Niagara's Top Employers for 2025!

Call Number:	2025-11
Position:	Head Camp Counsellor
Type of Vacancy:	Non-Union Summer Student June to August 2025
Work Schedule:	8:00 am to 5:00 pm weekdays with possible weekend shifts 40 hours per week
Hourly Rate:	\$22.51 per hour + 4% vacation pay Individuals have the opportunity to join the OMERS pension plan
Posting Date:	February 14, 2025
Closing Date:	March 7, 2025 at 4:00 p.m.

Reporting to the Camp Coordinator the Head Camp Counsellor is responsible for planning and implementing a quality program that fosters healthy child development; supporting and supervising staff and volunteers; ensuring a safe and positive day camp environment for all in accordance with the policies and procedures outlined by the City of Niagara Falls and the Ministry of Health.

Responsibilities:

- Maintain daily communication with the Camp Coordinator
- Communicate information with parents and caregivers
- Attend meetings and training sessions, as necessary
- Act as a liaison between the City and the public regarding information and events
- With input from all members of the camp staff establish the program framework based on the program description, daily schedule and weekly theme and incorporate the High Five Principals and Guidelines
- Instruct a wide variety of games, arts, drama, crafts, songs, passive activities, and outdoor environmental activities
- Act as a resource for staff, program participants, volunteers, and parents
- Be aware of the campers' special needs (allergies, disabilities, and emotional needs) and modify the program plan to accommodate, if necessary.
- Monitor and address the behaviors of staff and campers, as needed and in accordance with the applicable policies & procedures.
- Assist in the preparation and delivery of training sessions
- Adhere to and ensure staff are abiding by all applicable City of Niagara Falls policies and procedures
- Enrich the skills of volunteers with positive role modeling, program planning and involvement
- Motivate staff and campers

- Prepare for and deliver any required meetings with staff
- Provide support or relief to the Camp or Inclusion Counsellors when needed
- Maintain a safe atmosphere for all staff and campers
- Ensure that all records and reports are prepared and maintained (e.g. safety checks, incident / accident forms, medical administration forms, etc.).
- Collect, document, and dispense camper medication.
- Inform supervisor if there is any suspicion of child abuse or neglect
- Open and secure any buildings that are used for the program
- Ensure facility and equipment cleaning is completed
- Assist with facilitating the swim test and liaise with pool staff
- Prepare and conduct performance evaluations on Camp Counsellors
- Report all equipment or facility repair needs to the Camp Coordinator
- Perform First Aid as needed and contact EMS, if necessary
- Perform other duties as assigned.

Requirements:

- Minimum two (2) years' experience working within a camp setting
- Experience working with children
- Current (within three years) Standard First Aid
- Current (within three years) CPR level C / AED
- Vulnerable Sector Police Clearance
- High Five's Principles of Healthy Child Development
- Enrolled in full-time post-secondary studies for the semester preceding the upcoming summer and returning to full-time post-secondary studies in the following September (proof of enrolment required)

To Apply:

Submit your cover letter and resume at www.niagarafalls.ca/jobs

Applications must be submitted online and will be accepted until 4:00 p.m. on **March 7, 2025.**

The City of Niagara Falls is dedicated in creating an accessible and inclusive organization and fostering a workplace culture which reflects the diverse nature of the residents we serve. In accordance with the Accessibility of Ontarians with Disabilities Act (AODA), the City will accommodate the individual needs of candidates with disabilities throughout the recruitment process. Please feel free to contact us at HRDepartment@niagarafalls.ca or 905-356-7521. Personal information is collected under the authority of The Municipal Act and will only be used to determine suitability for this position.

We thank all applicants for their interest, but only those advancing through the selection process will be contacted