



**Municipality of South Dundas
Employment Opportunity**

Position:	Recreation Camps/ Program Staff (Casual)
Department:	Parks, Recreation, and Facilities
Wage Level:	\$18.64 - \$22.60/ hour (Pay Band A – 2026 Rates)
Type:	Casual (Non-Union)
Hours:	35 Hour Work Week

Job Title: Recreation Camps/Program Staff (Casual)	Department: Parks, Recreation & Facilities
Reports to: Recreation Coordinator	Wage Level: \$18.64-\$22.60 Grid A

POSITION PROFILE

The Recreation Camps/Program Staff will be responsible for running and implementing programs for school age children such as arts and crafts, science, games, theatre, sports: such as ice skating, soccer, basketball, floor hockey, and more. This will include the supervision and coordination of day camps such as PA Days, Winter Break, March Break, and drop-in classes provided by the Municipality. Camps and events are hosted at various facilities throughout South Dundas. Applicants must be able to safely get to and from the event facilities on time.

This is a casual position with no guarantee of hours. Working hours are dependent on, but not limited to staff availability, staff experience, programs offered, and registration numbers.

KEY DUTIES & RESPONSIBILITIES

- Supervise all participants in program
- Ensure that procedures for properly checking in and out participants are followed
- Maintain a safe and fun space for all participants
- Plan, implement, and supervise age-appropriate activities and games
- Ensure all participants are always supervised
- Ensure participants are using all equipment properly and all equipment is in safe working condition
- Communicate with parents as needed
- Promptly notify the Recreation Coordinator about any concerns or issues with participants, parents, or program
- Set-up and clean up of programming room and supplies
- Encourage collaborative play and participation



- Ability to interact effectively and courteously with all levels of staff and public in a customer service focused environment; build cooperative, collaborative working relationships with internal and external customers
- Perform all other duties as assigned
- Follows all guidelines for employees and employers as legislated under the *Ontario Occupational Health and Safety Act*

SKILLS & KNOWLEDGE

- Must demonstrate the ability to supervise children in an active environment
- Must demonstrate the ability to work without supervision
- Must demonstrate the ability to facilitate conflict resolution
- Must demonstrate sound decision-making skills
- Must be observant and attentive to detail
- Must be highly motivated to work both independently and within a team environment

EDUCATION, SKILLS & EXPERIENCE

- Applicants must be 16+ years of age
- Applicants will be required to get Vulnerable Sector Check or Criminal Record Check
- Relevant experience or interest in pursuing work with children/youth is an asset
- Relevant work experience or volunteer experience would be an asset
- Valid First Aid and CPR is an asset
- Valid Class "G2" driver's license is an asset
- Must be able to perform job related duties which include running and active play

WORK ENVIRONMENT

Casual, hours as assigned. Recreation setting, gymnasium, programming room, indoor and outdoor setting.

APPLICATION DEADLINE:

The Municipality of South Dundas is an equal opportunity employer and encourages applications from all qualified individuals. During the recruiting process, accommodation for applicants with disabilities is available upon request.

Applications will be accepted until the position is filled. Please send resume to hr@southdundas.com or by mail to 34 Ottawa Street P.O. Box 740, Morrisburg, ON K0C 1X0. We thank all candidates for their interest, however, only those selected for an interview will be contacted. No telephone calls please.

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of *The Municipal Act*, RSO 2001, and will be used in accordance with *The Municipal Freedom of Information and Protection of Privacy Act* for employment purposes.



The Municipality of
SOUTH DUNDAS

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This job description is intended to summarize the responsibilities of the job and is not a comprehensive list of all duties to be performed.