JOB DESCRIPTION

| **TITLE** | SUMMER CAMP SUPERVISORS AND PROGRAM LEADERS | | |
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| **Reports To** | [Insert Title] | | |

**Job Purpose**

The Summer Camp Supervisors and Program Leaders at [Organization Name] play a pivotal role in shaping the summer experience for children aged 5-13. These professionals manage [Organization Name]'s summer camp programs, which teach cooking and include a variety of outdoor and indoor activities. This role involves creating an engaging, educational, and fun environment for kids to learn new skills, specifically in the culinary arts.

These leaders oversee program planning and execution, ensuring camp safety and efficiency in addition to cooking instruction. They mentor and guide, promoting healthy living and creativity. Beyond supervision, they inspire young minds, instill a love of learning, and prioritize campers' safety and well-being. The camp strives to give participants a memorable and enriching summer.

**Duties and Responsibilities**

Overall Responsibilities:

* Manage groups of children aged 5-13 in a professional and fun environment.
* Oversee daily camp operations and activities and overall duties of camp staff.
* Plan and carry out weekly recreational and cooking activities, keeping logs, maintaining records, and preparing reports.
* Lead program lessons, activities, games, and outings.
* Teach hands-on cooking programs focused on basics and healthy nutritional choices.
* Provide diverse camp activities suitable for participants of all ages and abilities.
* Attend to participants with special needs and adapt activities accordingly.
* Monitor activities to ensure adherence to safety procedures and safe handling of food, and provide emergency first aid assistance.
* Supervise campers for general safety and well-being.
* Prepare and organize program ingredients, materials, and equipment.
* Interact inclusively, collaboratively, and respectfully with participants.
* Assist with coordination of special events.
* Exhibit positive and professional behaviour with parents, participants, and co-workers.
* Clean, maintain, and ensure proper use of camp facilities and equipment.
* Enforce COVID-19 safety protocols (as currently applicable).
* Perform other related duties as assigned.

**Qualifications**

* Proven experience in teaching children in a group setting.
* Educational background or current enrollment in Early Childhood Education (ECE) or a related field is preferred.
* Certification in safe food handling techniques and procedures is required.
* First aid training, particularly for food allergies, is required.
* Demonstrated ability in leading extracurricular activities such as sports, drama, art, science, or baking.
* Excellent multitasking skills and ability to thrive in a fast-paced environment.
* Must pass a satisfactory vulnerable sector check.

**Core Competencies**

* Enthusiastic, outgoing personality with exceptional interpersonal and communication skills
* Ability to effectively multitask in a fast-paced, dynamic environment
* Ability to work in a team environment
* Organized with strong attention to details
* Dependable and with excellent time management abilities
* Patient and people friendly
* Dependable, organized, and a collaborative team player

**Working Conditions**

* Standard schedule: [INSERT SCHEDULE e.g. 8 AM to 5 PM, Mondays to Fridays]/flexible hour
* May require overtime or working long hours
* Outdoor and indoor work environment
* Some travel between camp locations may be required
* Exposure to very hot temperatures
* May be exposed to safety hazards (e.g., slippery floor, hot oven, sharp objects)
* Requires standing for (XX)% of the day
* May require lifting heavy loads of up to X pounds at a time