**JOB POSTING DETAILS**

<table>
<thead>
<tr>
<th>JOB POSTED ON:</th>
<th>CLOSING DATE: April 15, 2013 @ NOON</th>
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<tbody>
<tr>
<td>Competition No:</td>
<td>201302</td>
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<tr>
<td>Position Category:</td>
<td>Community Services – Temporary starts June 3, 2013 and ends August 30, 2013</td>
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<tr>
<td>Position Available:</td>
<td>Summer Day Camp Leader</td>
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**Job Description:** Reporting to the Community Services Coordinator

**Key Responsibilities and Accountabilities:**

- Develop a Summer Day Camp program for children 5-12 years.
- Develop and lead activity plans for theme weeks including recreation, arts and crafts, healthy living activities and field trips, determine program supplies and equipment needed.
- Supervise and provide leadership for children participating in summer programs to ensure a safe and caring environment that promotes positive child development.
- Set up and clean up of all activities.
- Plan and implement special events included in the summer programs.
- Administrative and other duties as required such as preparing attendance lists, sign in/out sheets, assisting with registering participants, creating weekly newsletters, complete a year end report.
- Respond to parent questions and concerns to ensure customer satisfaction.
- Assist with preparing waiver forms, book outings and special events/guests for day camp.
- Review, complete and follow up on incident reports.

**Competencies and Qualifications:**

- Experience: Leading children’s programs.
- Knowledge: Ability to develop and implement programs.
- Leadership: Ability to develop and direct performance of others to achieve desired results. High energy, self-starter positive and enthusiastic.
- Communication: Ability to speak, write, listen, and secure information in a variety of settings.
- Teamwork: Ability to work effectively with others to achieve optimal collective results.
Self Management: Ability to direct personal performance to achieve desired results

Values Diversity: Appreciates that people with different opinions, backgrounds and characteristics bring a varied richness to the program.

Flexibility/Managing Change: Ability to know your environment, initiate and respond effectively to changing conditions.

Commitment to Vision and Values: Demonstrates and promotes a personal understanding of and appreciation for the mission, vision and values of The Town of Carstairs.

Current Standard First Aid and CPR

Class 5 Drivers License

Post Secondary Education

Employees are subject to a criminal records check and a child welfare check prior to commencing employment.

Qualified applicants are invited to apply in confidence no later than 12:00 p.m. April 15, 2013 stating competition # to:

Sharon Koop
sharonk@carstairs.ca
Community Services Coordinator
Town of Carstairs
Box 370,
Carstairs, Alberta
T0M 0N0

The Town of Carstairs thanks all applicants for their interest, but advises only those under consideration will be contacted.