



Village of Carmacks
P.O. Box 113
Carmacks, YT Y0B 1C0

Employment Opportunity

Summer Camp Counselor (Summer Student – Seasonal)

The Summer Camp Counselor (Summer Student) under the direction of the Chief Administrative Officer, and Recreation Director, provides and assists with the Summer Camp Direct Programming Service functions of the municipality.

Qualifications: please submit your resume clearly demonstrating how you meet the following qualifications:

Education & Experience:

- Minimum Grade 10 student. An equivalent combination of experience and training may be considered on an under-fill basis.
- Must be a current secondary student, post-secondary student, or recent graduate within the past 12 months.
- Experience in a municipal or local government setting would be an asset.

Specific Skills:

- Active involvement in the operation and delivery of the summer camp programs
- Implementation and involvement in all aspects of summer camp programs
- Supervise participants with guidance from Summer Camp Director, Recreation Director and Recreation Program Assistant
- Welcome visitors in a warm, friendly, professional manner (well-dressed and groomed).
- Assist with responding to parent questions and concerns to ensure customer Satisfaction
- Ensure programs are run safely and on schedule.
- Learn and teach assigned camp curriculum and weekly camp programs
- Support CAO and Recreation Director as required.
- Follows the principles of Healthy Child Development (HIGH FIVE®) in the planning and delivery of programs.

Telephone: (867) 863-6271
Fax: (867)863-6606
Email: info@carmacks.ca



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- Computer literate, including effective working skills of MS Word, Excel, PowerPoint and Outlook.

Interpersonal Skills:

- Ability to work effectively as part of a team.
- Ability to provide guidance, advice and direction.
- Excellent oral and written communication skills
- Ability to maintain and communicate the importance of strict confidentiality.
- High energy, excellent people skills and a friendly, responsible, service-oriented attitude
- A keen interest and ability to work with children aged 6-11, provide outdoor related programs and support children's interests and needs as well as other related interests
- Experience teaching or working with children in a camp or school setting would be considered an asset

Compensation & Qualifications:

- The salary for this position is commensurate with qualifications & experience.
- The wage scale for this position is Minimum Wage (\$17.71/HR) to Level 1 Step 1 (\$24.42/HR)
- The position is Full-Time Temporary (37.5 Hrs. per week - Seasonal/Temporary)
- Successful Candidate must be prepared to be living in the community by June 3rd, 2024.
- Experience working with children ages 5 to 11 years in a camp or educational setting
- Current certifications in First Aid & CPR-C
- Vulnerable Screening Check (required prior to commencement of employment)
- Formal studies in Education, Recreation, Physical Education an asset
- High Five Certifications an asset
- Prepared for physically demanding job (very active, high energy)

Licenses, Certificates and Courses will be considered

Interested applicants are invited to submit by **4pm, May 24th, 2024** their resume and cover letter electronically to the undersigned marked "Personal & Confidential"

The Village of Carmacks thanks all applicants for their interest, only applicants successfully screened in for interviews will be contacted.

A detailed job description is available upon request.

Send resumes via Email with "Summer Camp Counselor" in the subject line to:
CAO@carmacks.ca

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