

**Site Leader**

EMPLOYEE GROUP: Part -Time

DEPARTMENT: Community Services

DIVISION: Recreation & Culture

**Job Summary:**

Provide campers with safe and fun activities by way of quality instruction, program planning, implementation and appropriate supervision that supports the objectives, philosophies and standards of the Recreation Department. Responsible for daily and special event planning.

**Duties and Responsibilities:**

- Prepare mid-term and final evaluations for Leaders in Training (LITs)
- Provide positive and constructive feedback to staff and LIT's on a weekly basis.
- Assist in performance management of (LIT's) in conjunction with Coordinator Camps, Senior Staff and LIT Coordinator.
- Work closely with the Senior Staff to provide support and communication to leaders and volunteers.
- Maintain supply and equipment inventory ensure equipment is prepared for each camp.
- Assist in coordinating Water Day and Swimming
- Prepare and implement daily activities, weekly theme days and the Friday Special Event
- Assist with arrival and departures of campers
- Assists with Maintaining and overseeing accurate attendance & medical records
- Ensure safety checks are completed.
- Provide quality customer service to internal & external customers including; participants, parents, patrons, support workers, etc.

**Skills and Qualifications:**

- Emergency First Aid / CPR B certificate (Lifesaving Society, Canadian Red Cross Society, St. John's Ambulance or the Canadian Ski Patrol)
- Experience in a recreational setting is defined as an asset.
- Previous experience mentoring volunteers would be an asset
- Criminal Records Search, Vulnerable Sector Screening that is acceptable to the City of Mississauga
- HIGH FIVE ® Principles of Healthy Child Development certification
- Primarily community centre environment

Here is what we pay:

The duties and responsibilities of the Camp Site Leaders are reflected in the hourly rate of \$18.69 - \$22.25. Staff will be paid on an hourly basis for attending required training or meetings at a Training/ Meeting rate of minimum wage.