

**JOB OFFER**  
**(External posting)**

**Day Camp Counsellor**  
**(5 positions to be filled)**

Posting date: February 19, 2024

**STATUS AND SALARY CONDITIONS**

<b>Schedule:</b>	June 25 to August 16, 2024 - 30 to 35 hours per week. Monday to Friday, 9:00 a.m. to 4:00 p.m. with day-care service (7:00 a.m. to 9:00 a.m. and 4:00 p.m. to 5:30 p.m.).
<b>Salary:</b>	Hourly rate \$16.00
<b>Training:</b>	Training will be given in June, date to be confirmed.
<b>Position type:</b>	Seasonal

**JOB DESCRIPTION**

The Municipality of Pontiac will be offering a Day Camp program for children aged 5 to 12, offering a variety of activities and enriching workshops to create a vacation atmosphere.

Working at Pontiac Day Camp is more than just a summer job! It's an opportunity to participate in quality training and develop valuable skills that will enhance the value of your resume and life experience. By joining this dynamic team in the heart of your community, you'll have the chance to work while having fun, and make unforgettable encounters.

Day camp will also help you learn to manage your stress and small daily unexpected events, while remaining versatile, available, and responsible. It's a unique opportunity to acquire great skills and qualities this summer!

**DUTIES AND RESPONSIBILITIES**

The day camp counsellor plays a central role in planning and leading recreational and educational activities for children aged 8 to 12, while ensuring their well-being and safety. Proactive communication with parents, colleagues and management regarding children's needs and behaviours is also crucial. In case of need, the animator takes charge of safety by providing first aid.

Specific responsibilities include:

- Animate children aged 5 to 12 in a safe, dynamic and constructive manner;
- Work as a team with other staff members in planning, organizing and animation of activities;
- Ensure good communication with animators;
- Ensure good communication with parents;
- Ensure the safety of children and premises during activities and travel;
- Participate actively in team meetings;
- Perform any other related work requested by the superior to contribute to the smooth running of the camp.

## **REQUIRED SKILLS**

To be eligible for this position, candidates must meet the following criteria:

- Be at least 16 years old by June 1;
- Have been a student during the current year and be enrolled in school in September 2024 (an asset);
- Qualifications in first aid and CPR (an asset);
- Bilingualism;
- Be available to attend preparatory meetings and training sessions required for the camp.

## **REQUIREMENTS AND QUALIFICATIONS**

- Demonstrate maturity, creativity, dynamism and initiative;
- Some experience working with youth and animation;
- Good organizational skills;
- Attend all scheduled training sessions and meetings;
- Be available for the entire duration of the position (8 weeks).

## **DO YOU RECOGNIZE YOURSELF?**

If you have the desire to progress in a dynamic environment, surrounded by a passionate team, and if you wish to positively impact the future generation through play and fun, don't hesitate to send us your cover letter and resume, indicating the position of Day Camp Animator on the envelope (please address your correspondence to the attention of the *Recreation and Community Life Department*) before **March 10, 2024, at 4 p.m.** :

By mail: Municipality of Pontiac, 2024 route 148, Pontiac, Québec, J0X 2G0.

By e-mail: [larose.nathalie@municipalitepontiac.ca](mailto:larose.nathalie@municipalitepontiac.ca)

We thank you for your interest and will only contact those selected for an interview.

## **DATE OF ENTRY IN POSITION**

Following a resolution of the Municipal Council.

NOTE 1: This job offer is open to both men and women, and we subscribe to the principle of employment equity.

NOTE 2: We thank all those who apply. All applications will be treated confidentially. Only the candidates selected for an interview will be contacted. After the closing of the competition, if the Municipality of Pontiac has not received an application meeting the required criteria, it reserves the right to continue its search for candidates without reopening the competition.

NOTE 3: The masculine and singular are used in this notice, without discrimination, and include the feminine and plural to avoid excessive text.