

**JOB OFFER**  
(External posting)  
**Day Camp Head Counsellor**  
(1 position 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 \$18,00 to \$20,00, based on experience.
<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, featuring a variety of activities and enriching workshops. The goal of the day camp is to create a vacation atmosphere for the children.

Working at Pontiac Day Camp is more than just a summer job! It's an opportunity to receive quality training and develop important skills that will enhance the value of your resume and life experience. It's also a chance to be part of a dynamic team in your community!

This job will enable you to develop interpersonal skills such as

- Communicating effectively;
- Organizing a work team;
- Providing excellent customer service.

Day camp will also help you learn how to manage 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 Municipality of Pontiac is looking for a dynamic team leader for its day camp, capable of inspiring and motivating a team of counsellors. Under the title of Head Counsellor, the selected candidate will plan and lead recreational and educational activities according to the camp's programming, while ensuring the well-being and safety of the children. He/she will also assist the camp coordinator in guaranteeing the overall quality of day camp activities.

Reporting to the day camp coordinator, the head counsellor responsibilities ensures to:

- Support the coordinator in the organization and supervision of the camp;
- Coach, direct and supervise the counsellors under his/her charge;
- Act as a resource person in the coordinator's absence (reception, registration, compliance with safety rules and standards, follow-up on requests, general supervision);
- Plan and prepare materials required for activities;
- Ensure the supervision, safety and well-being of the children under his/her responsibility;
- Provide first aid in case of minor injuries;
- Maintain good communication with parents;
- Enforce the code of conduct for children and the code of ethics for animation staff;
- Ensure the safety and smooth running of activities on the camp site and on outings;
- Maintain premises and equipment in good condition;
- Perform any other related work requested by the supervisor to contribute to the smooth running of the day camp.

## **SKILLS REQUIRED:**

- Be tactful and diplomatic with the public and exercise good judgment;
- Ability to resolve conflicts;
- Excellent interpersonal skills;
- Demonstrate creativity, dynamism and autonomy;
- Communication skills;
- Integrity, honesty and trustworthiness;
- Rigour in the application of tasks and respect for procedures;
- Contribute to team spirit.

## **REQUIREMENTS AND QUALIFICATIONS:**

- Must be at least 18 years old before June 1;
- Being enrolled in school is an asset;
- Good organizational and leadership skills;
- Some experience in management, personnel intervention and animation;
- Qualifications in first aid and CPR (an asset);
- Have a driver's licence;
- Be available to participate in preparatory meetings and training required for the camp;
- Bilingualism.

## **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 Head Day Camp Counsellor 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.