



## **Employment Opportunity Camp Program Leaders - Casual**

The Town of Westlock is seeking two casual Camp Program Leaders to join the Community Services team. The Camp Program Leader is responsible for providing a fun and active experience and facilitating activities and games during School Professional Development (PD) Day Camps for the Town of Westlock.

The Town of Westlock is a vibrant growing community of 5,000 just 85 kilometers north of Edmonton. Living in Westlock you can experience live arts, concerts, a variety of sports or belong to one of the multiple community organizations. Westlock has a healthy business and residential community that offers an excellent quality of life in a smaller urban setting.

### **Primary responsibilities include:**

- Plan and implement daily activities and games to provide a fun and physically active experience for summer program participants.
- Prioritize the health and safety for participants in the Town of Westlock facilities and field trips.
- Build positive relationships with other summer program leaders and parents.

### **Requirements:**

- Valid Standard First Aid/CPR Certificate or willing to obtain.
- Valid Class 5 Driver's license.
- Vulnerable Sector Criminal Record Check and Driver's Abstract.
- Customer service experience and competency using programs such as Microsoft Word, Excel and Publisher will be considered an asset.
- Post-secondary education will be considered an asset.
- Be available to work the following days: September 15 & 29, October 20, November 6, 7, 8, 9 & 10, December 27, 28 & 29, January 3, 4, 5, February 2, 8 & 9, March 1, 15, 25, 26, 27 & 28, April 19 and June 7. Dates are confirmed as of August 1, 2023; however, are subject to change pending any change in PD date or other unknown factor at this time.

The Town of Westlock thanks all applicants for their interest; however only those selected for an interview will be contacted. Please submit your resume with three references in confidence by August 25<sup>th</sup>, 2023 to:

Town of Westlock  
10003-106 Street, Westlock, Alberta T7P 2K3  
Phone: 780-349-4444  
Email: [employment@westlock.ca](mailto:employment@westlock.ca)



## **Camp Program Leader - Casual**

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Reporting to the Rotary Spirit Centre Supervisor and Customer Service and Summer Program Supervisor. The Camp Program Leader is responsible for providing a fun and active experience and participating in activities and games during PD Day Camps for the Town of Westlock.

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### **RESPONSIBILITIES:**

- Plan and implement daily activities and games to provide a fun and physically active experience for summer program participants.
- Responsible for the cleanliness, organization, and stocking of materials necessary for programs.
- Ensure health and safety for patrons and staff. Perform First Aid & CPR if necessary.
- Perform all other duties as assigned.

### **OTHER DUTIES**

- Maintain positive communication with all Town of Westlock Departments and the Public-at-large.
- Promote the Town of Westlock Quality of Life.
- Maintain a professional appearance.
- Ensure assigned duties are completed in a safe and timely manner.
- Participation required in departmental safety and operational staff meetings.
- Ensure the safe operation and maintenance of Town owned equipment, facilities, and inventories.
- Work together with other employees in a team effort, stressing cooperation and good communication between staff.
- Perform daily administrative tasks as assigned.

### **CONTACTS**

This position will have frequent contact with the following:

- Director of Community Services
- Rotary Spirit Centre Supervisor
- Aquatic Centre Supervisor
- Other Departmental Staff
- Local recreation groups and local schools
- Local Service Club and Community groups and surrounding communities

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## **ENVIRONMENT**

Features of work, which may create physical/mental stress, are:

- Flexible work schedule
- Responding to and coordinating the requirements of the public and community groups
- Conflicting priorities and timelines for project work and/or event timetables.

## **SIGNATURES**

I have read and understand the contents contained within this job description. The Rotary Spirit Centre Supervisor has informed me that this is a general description of the responsibilities and qualifications for the position of Camp Program Leader – Casual. This description will form the basis for my classification level and the basis for my performance evaluation.

Date: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_