



JOB OFFER

(External posting)

Head day camp counsellor

(1 position to be filled)

Posting date: February 12, 2021

Type of position: Seasonal

The Municipality of Pontiac will offer a day camp program for children aged 5 to 12 years old, including various 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 is an opportunity to follow quality training and develop important skills that will enhance the value of your resume and life experience. It's also being part of a dynamic team in your community!

This job will allow you to develop interpersonal skills such as:

- Communicate effectively
- Organize a work team
- Ensure excellent customer service

The day camp will also allow you to learn how to manage your stress and the small daily unexpected events, while remaining versatile, available and responsible. Great skills and qualities to acquire this summer!

Duties and responsibilities:

The main tasks of the head counsellor are to plan and lead recreational and educational activities adapted to the age group according to the camp's program. He or she must ensure the well-being and safety of the children under his or her responsibility. Under the supervision of the camp director, he or she must also assist the camp coordinator in the coordination of the camp, in order to ensure the quality of the animation offered at the day camp. He or she assists the camp coordinator in the field and makes sure to convey the vocation of the camp, its values, safety, rules and policies.

This job description is not exhaustive; it contains the main elements. The person may be called upon to perform any other task requested by his or her superior.

Requirements and skills-needed:

- Be at least 18 years of age before June 1st;
- Being enrolled in school is an asset;
- Have good organizational and leadership skills;
- Have some experience in management, staff intervention and animation;
- Demonstrate maturity, creativity, dynamism and a sense of initiative;
- First aid qualifications (an asset);
- Have a driver's license;
- Bilingual.

Personal qualities, skills and aptitudes sought:

- Act tactfully and diplomatically with the public and exercise good judgment;
- Be able to resolve conflicts and have good political savvy and good judgment;
- Be able to maintain excellent relationships with all participants;
- Demonstrate creativity, dynamism, autonomy and good judgment;
- Be a person of integrity, honest and trustworthy;
- Thoroughness in the application of tasks and compliance with procedures;
- Contribute to team spirit.

Status and salary conditions:

This is a full-time seasonal position. The work schedule is Monday to Friday, 9:00 a.m. to 4:00 p.m., July 5 to August 20, 2021, with childcare (7:00 a.m. to 9:00 a.m. and 4:00 p.m. to 5:30 p.m.).
**Schedule subject to change due to the pandemic.*

9-week contract, full time (35 to 40 hours per week - according to the needs of the camp) - hourly rate of \$15.00 (360-hour contract maximum).

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

If you have the profile we are looking for, please send us a cover letter as well as your resume indicating the position of *Head counsellor of the 2021 Day Camp* on the envelope, by e-mail or by mail, before March 31, 2021, at 4:00 p.m. Please address your correspondence to the attention of Ms. Elza Sylvestre, Director of Recreation and Community Life.

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

E-mail : romain.claire@municipalitepontiac.ca

Your application will be treated confidentially.

Thank you for your interest and please note that only those selected for an interview will be contacted.

Start date:

Pursuant to a resolution of the Municipal Council.