



**SIX NATIONS SOCIAL SERVICES  
SIX NATIONS CHILD AND FAMILY SERVICES  
DAY CAMP LEAD**

**REPORTING RELATIONSHIP:**

Reports to and works under the direction and supervision of the Supervisor of the Primary Prevention Services (PPS) Unit.

**PURPOSE AND SCOPE OF THE POSITION:**

The Day Camp Leader will provide supervision, safety, assistance, and program support to children/youth participating in the summer day camp program. The Day Camp leader will provide weekly implementation and participation in all program plans and will be responsible for other related duties as may be assigned by the PPS supervisor.

**DUTIES AND RESPONSIBILITIES:**

1. Day Camp leaders are expected to participate in training and orientation by:
  - a. Attending and fully participating in all training and orientation as directed
  - b. Attending weekly debriefing sessions for program enhancements
2. Ensure the completion and maintenance of all administrative correspondence, financial and statistical records by:
  - a. Keeping and submitting all invoices and receipts as required
  - b. Taking daily attendance of children
  - c. Documentation of all incident or accident on reporting forms and notifying parents
  - d. Ensuring evaluations are completed at the end of each week for participants and parent/guardian.
3. Implements the daily/weekly approved program plan by:
  - a. Ensuring adequate supplies/resources are available to implement each component of the program i.e. crafts, sports equipment
  - b. Completing camp site preparation and closure requirements.
  - c. Facilitating and leading group activities including reading, storytelling circles, sports activities, craft activities and snack times
  - d. Closely supervising and supporting children/youth to ensure safety and full participation
  - e. Encouraging children/youth to welcome new experiences/activities
  - f. Initiating daily contact if possible with parent(s)/guardian(s) to inform them of what their children/youth have done that day.
  - g. Clean up of required areas for crafts, sports, food etc.



## **KNOWLEDGE AND SKILLS:**

### **Minimum Qualifications**

- Will be enrolled in a post-secondary school.
- Will be willing to work flexible hours.
- Ability to pass criminal check and child abuse registry check.
- Will be Native in preference to other applicants.

### **Other Preferred Qualifications**

- Excellent written and oral communications skills.
- Good organizational skills.
- Ability to work independently and as a strong team player; good interpersonal skills including working cooperatively with other staff
- Will have experience working with children
- Must have computer knowledge
- Knowledgeable in Haudenosaunee culture and the contemporary characteristics of the Six Nations social structure.
- Must have a valid CPR and First Aid Certification
- Effectively supervise/support and ensure safety of children
- To be able to work with a genuine interest and be a caring role model to children
- Ability to analyze problems, recommend and implement solutions.
- Domestic duties included with job

## **IMPACT OF ERROR:**

Errors in judgment and in the conduct of duties could lead to loss of credibility, poor public relations, and public confusion, serious impacts on clients and staff, and legal liability to self and to Six Nations Council.

## **CONTROL:**

Works within the organizational structure and administrative policy and procedures established by the Six Nations of the Grand River Employment Policy.

Works within the Six Nations of the Grand River Social Services' values, principles, and mission statement, and the Six Nations of the Grand River Child and Family Services' policies as set by the Six Nations Council;

Works within the policies and procedures established through service contracts by the Six Nations Council and the funding agency (Ministry of Community Family and Children's Services), and within the legislation of the Child and Family Services Act.

