



JOB DESCRIPTION

Position: Day Camp Volunteer

Department: Parks & Recreation

Reports to: Manager of Parks & Recreation

Purpose: The Day Camp Volunteer supports Town Staff in delivering a fun, creative, and safe camp experience for children participating in the Town of Aylmer's various day camp offerings. Volunteers assist with daily camp programming including games, arts and crafts, creative activities, and group programming.

This volunteer opportunity may involve a variety of shifts and program schedules, including but not limited to Half-Day Camps, Full-Day Camps, PA Day Camps, Winter Break Camps, and March Break Camps.

Key Responsibilities:

- Supporting staff in leading daily camp activities and programming
- Helping facilitate games, crafts, and interactive activities
- Encouraging camper participation and positive group interaction
- Assisting with activity set-up and clean-up
- Helping prepare supplies and materials for camp activities
- Assisting staff with general camper supervision during activities
- Helping maintain a safe, welcoming, and inclusive camp environment
- Participating in orientation or training sessions prior to camp
- Perform duties as assigned by designated staff

Health and Safety Responsibilities:

Volunteers must comply with the Occupational Health and Safety Act, and all Health and Safety Policies and Practices of the Town of Aylmer.

Report any contravention of the OHSA or Regulation or the existence of any hazard of which he or she is aware and report to his or her supervisor.

Volunteers must not operate equipment/machinery without being given the proper instruction and authority.

Volunteers must not use or operate any equipment, machine, device or thing; or work in a manner that may endanger himself, herself or any other worker.

A volunteer must not engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

Volunteers must consistently apply skills and knowledge attained in health and safety training.

Screening Requirements:

In accordance with the Town of Aylmer's Policy, volunteers may be required to provide and clear **Police Criminal Record Check (PCRC) (14-17 yrs)** or **Police Vulnerable Sector Checks (PVSC) (18+ only)** as a condition of volunteering with vulnerable groups.

Qualifications:

- Reliable and punctual
- Friendly, patient, and enthusiastic when working with children
- Positive team member who works well with staff and other volunteers
- Creative and interested in arts, games, sports, or other programming
- Responsible and respectful role model for campers
- Strong communication skills and ability to follow instructions
- Minimum 14 years of age
- Experience assisting with camps, youth programs, or recreation activities considered an asset
- Standard First Aid with CPR-C (or Emergency First Aid) considered an asset
- HIGH FIVE – Principles of Healthy Child Development considered an asset