



Job Posting 25-00

Day Camp Lead Summer Student

The Town of Cobourg is seeking qualified candidates to fill the role of Day Camp Lead for June, July and August 2025.

The primary duties of this position include:

- Work collaboratively with fellow camp counsellors to provide fun, safe and meaningful camp activities for children.
- Prepare daily camp schedules, activity plans, and attendance sheets
- Facilitate daily attendance reporting including follow up telephone calls in the event of absent participants
- Monitor camp cellphone, responding to parent/guardian inquiries in a timely manner
- Maintain program supply inventory
- Be actively involved with organizing and leading a variety of camp activities.
- Ensure the safety and well-being of all participants during camp program hours, including extended care times.
- Assist with addressing incidents, emergencies and parent concerns by taking appropriate action as outlined in the Town of Cobourg's Camp Training Manual.
- Maintain effective communication with parents/caregivers, staff, participants and community members to provide program information.
- Complete daily opening and closing procedures.
- Act as a positive role model for program participants and colleagues.
- Maintain a high degree of professionalism and represent the Town of Cobourg.
- Attend and participate in meetings and training sessions as required.
- Other duties as assigned.

Working Conditions:

- This position is a summer student position working 35 hours a week as governed by the Collective Agreement.
- This position may be required to lift up to 15 kg on a consistent basis. Expectation to be standing and active physical participation within the camp environment up to 75% of each shift.

The successful candidate:

- Must be returning to full time studies in fall of 2025.
- Must obtain a Satisfactory Police Record Check upon employment.
- Must possess valid First aid and CPR or be willing to obtain upon request.
- Must be a team player as well as able to work independently.
- Must be available Monday-Friday between the hours of 7:30AM-5:30PM throughout the months of July and August.
- Knowledge and experience related to the delivery of recreation programs an asset.
- A minimum of six months working with children.
- Satisfactory skating experience and competency of skating fundamentals.

For a detailed list of the position responsibilities and required qualifications please refer to the position description at www.cobourg.ca/jobs. Interested applicants should forward a PDF copy of their cover letter and resume (one document) in confidence to the attention of the Human Resources Department at HumanResources@cobourg.ca. We thank all applicants however only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal



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opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.