



# Lead Day Camp Supervisor

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**Company Name:**

Organization: Diamond Valley Sustainable Living Centre

Program: Sprouts Summer Day Camps – [www.dvslc.ca/nature-school/](http://www.dvslc.ca/nature-school/)

**Position:**

Lead Day Camp Supervisor – 28-35hrs per week\* from June 24 to August 30, 2024

**Location of job:**

Sheep River Library – 129 Main St, Diamond Valley, AB

Sprouts Summer Day Camps will be based out of the Sheep River Library

**Job summary:**

Spend your summer enjoying the great outdoors while caring for a group of up to sixteen 3-9-year-old children. We are looking to hire one adult (18+) Lead Day Camp Supervisor who will work with and oversee 1-2 Day Camp Counselors (16+) who will work together to provide engaging outdoor activities and walking field trips around Diamond Valley. Sprouts Summer Day Camps are being offered weekly from June 24 to August 30. \*Whether or not a given week's camp will run is dependent on registration, with a min. of 6 campers required for a camp to run. Training related to program and position, first aid, dynamic risk assessment will be provided to all staff. The successful candidate will be someone who has a positive, up-beat personality, is reliable and responsible, and has experience managing small teams and overseeing programming.

**Key Responsibilities:**

- Prior to staff training, day camp staff must read all required documentation (Educator Handbook, Parent Handbook, Risk-Benefit Toolkit for Outdoor Play, as well as required readings for blended online/in-person Standard First Aid course)
- Attend and actively participate in 2-day day camp staff training sessions
- Acting as the primary point of contact for Sheep River Library staff and volunteers, Diamond Valley Sustainable Living Centre Directors and parents of registered children
- Being responsible for ensuring each camp's activities have been planned, resources secured and documentation completed and sharing report for each week's camp to DVSLC CoChair
- Working with and supervising Day Camp Counselors to provide safe and engaging indoor and outdoor play experiences for children age 3-9 that encourage a sense of wonder about and connection with the natural world, and encouraging awareness, appreciation and respect for Indigenous cultures
- Prioritizing safety when facilitating daily walking field trips to off-site play areas

- Conducting real-time risk assessments to support children engaging in 'risky' play
- Being a positive role model for children, and cultivating relationships with fellow Educators and children based on trust and respect
- Ensuring open and honest communication with parents and fellow day camp staff through daily procedures and weekly Educator Check-Ins
- Planning and preparing for as well as cleaning up from each's day's activities

**Qualifications:**

- Clear Police Information Check and Vulnerable Sector Check (dated no more than six months prior to start date)
- Early Childhood Educator certification an asset but not required as these camps are running as recreational programs under the Province of Alberta's Early Learning and Child Care Act

**What we offer:**

- Paid training, including Standard First Aid and a full day of hands-on nature play training
- Documents and resources to support all staff in understanding program policies and procedures
- Opportunity to develop leaderships skills in program planning, delivery and reporting
- A positive work environment focused on fostering in young children healthy connections with nature, with each other and with self
- Connections and networking opportunities within the greater community through the Diamond Valley Sustainable Living Centre (our parent organization) that runs Valley Makerspace as well as partnering organizations such as the Sheep River Library and more
- Flexible work schedules to accommodate staff persons' family summer vacations

**Hours:** Each camp that meets the 6 camper minimum will run Monday to Friday or Tuesday to Friday (July 2-5 and Aug 6-9). Summer camps run 9:30am to 3:30pm. Staff shifts run 9am-4pm.

**Wage:** \$18.00 to \$22.00 per hour, depending on experience and qualifications

**Competition closing date:**

May 6, 2024

**Start Date:** June 24, 2024 (pending this first week of camp meets the minimum 6 camper minimum)

**To apply, send cover letter, resume and 3 references  
to Katie Bakken at [natureschool@dvslc.ca](mailto:natureschool@dvslc.ca)**