



TOWNSHIP OF LUCAN BIDDULPH
Lucan Community Memorial Centre
263 Main St., Lucan, ON, N0M 2J0
(519) 227-4442
Email: parksandrec@lucanbiddulph.on.ca

Day Camp Counsellor - Job Description

Position Title: Camp Counsellor, up to 40 hours a week

Department: Recreation Department

Reports to: Supervisor of Recreation and Bookings

Deadline to apply: Monday, February 2 2026

Hours of Work: This position will primarily work between the hours of 7:30 am – 5:00 pm on weekdays from June 29th 2026 to September 4th 2026. Some evenings and weekends may be required prior to the start of the program. The physical environment will primarily be outdoors.

Under the supervision of the Supervisor of Recreation and Bookings through the Director of Community Services, the Camp Counsellors are responsible for leading, engaging, and organizing the designated activities during the camp day. Camp Counsellors are also responsible for supervising and ensuring the safety and wellbeing of the campers. Camp Counsellors, in pair with the Head Camp Counsellor, will assist the Recreation Coordinator with the creation, planning, and implementation of activities for the summer camp.

Major Responsibilities/Duties:

1. In collaboration with the Head Camp Counsellor, staff will assist the Recreation Coordinator with the creation, planning, and implementation of activities, crafts, and events for the summer camp weeks
2. Actively participate throughout the hours of the camp operation, including early drop off and extended hours pick up
3. Supervise the activities of the day camp program to ensure the care, safety, and security of campers during program hours
4. In partnership with the Head Counsellor, supervise and lead a variety of recreational programs which will include but not limited to: crafts, games, team building activities, sports, and science experiments suitable for campers 5-11 years old
5. Promote age-appropriate activities that help build physical literacy, problem solving, and memory development in community youth
6. Assist the Head Camp Counsellor with preparation for crafts, transitions, or activities- prep work for a craft may be solo at times
7. Maintain daily records of attendance, program activities, safety checks, and reports
8. Use appropriate behavior modification techniques when supervising participants
9. Communicate with parents and caregivers on a daily basis; ensure important information is properly relayed
10. Ensure safety procedures are followed at all times
11. Inform the Recreation Coordinator or Manager of any problems or accidents that arise
12. Participate in all activities with a positive manner (ex. daily swimming time)
13. Perform other duties as assigned



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Education/Skills:

- Must have a current Vulnerable Persons Police Record Check
- Minimum Degree Required: Working towards, or holds a post-secondary diploma in a field relating to the job is desirable (**examples include but are not limited to:** recreation & leisure, teaching, early childhood education, sociology, or social work)
- Previous experience working with children is a valuable asset
- Has obtained, or is in the process of obtaining a valid First Aid and CPR level C (must have completed by the start of camp)
- Demonstrates strong communication and interpersonal skills
- Fun, friendly, energetic, and holds a positive attitude while working as a team member
- Ability to listen to instructions given by the Recreation Coordinator, Manager, or Head Camp Counsellor

Eligibility:

Student hired must meet the following eligibility criteria:

- Must be currently enrolled in a secondary, or post-secondary education or be within six months of graduation
- Must show proof of enrolment
- Must be a resident of Ontario
- Must be eligible to work in Canada and have reached the age of 16 but not yet reached the age of 25 upon commencement of employment

Compensation Range: \$17.60 per hour

Employment Period: This position will begin June 29th 2026 to September 4th 2026

Please note: there will be a mandatory training day prior to the start of camp. We are looking for staff that is also available to work March Break camp.

How to apply:

Please **email** a cover letter and resume to:

Abby Vandermuren
Supervisor of Recreation and Bookings
Township of Lucan Biddulph
parksandrec@lucanbiddulph.on.ca

*The Township of Lucan Biddulph is an Equal Opportunity Employer.
In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the Township of Lucan Biddulph will provide accommodations throughout the recruitment and selection process to applicants with disabilities. If selected to participate in the recruitment process, please inform the municipality's staff of the nature of any accommodation(s) that you may require.*

All applicant information collected is in accordance with the Freedom of Information and Privacy legislation and under the authority of the Municipal Act, and used strictly for candidate selection. We thank all applicants who apply, but only those candidates selected for an interview will be contacted