

Job Profile

Job Profile Name:	Sports Camp Team Lead
Job Code:	CADC-00020
Employee Group:	AMUSE Casual

Job Summary:

Under the direction of the immediate supervisor, the Sports Camp Team Leader will be responsible for assisting the Sports Camp Administrator with tasks related to the assurance of a smooth-running Summer Camp operation. The responsibilities will consist of both administrative and operational tasks as required. The Sports Camp Leader will work closely with camp instructors permitting them to quickly address any issues requiring immediate attention.

Typical Functions:

1. Plan and distribute the camper bunk lists and monitor t-shirt distribution
2. Organizes Camp staffers
3. Distributes weekly schedules to Camp staffers
4. Reports daily absences to Camp Administrator
5. Acts as main contact for Camp staffers, escalates issues to Camp Administrator as required
6. Liaise with the Winsor clinic staff regarding incidents requiring immediate medical attention
7. Monitor and facilitate the late drop-offs and early pickups of campers

Minimum Education, Certification and Experience:

- Familiar with administrative procedures an asset
- Ability to multi-task
- Knowledgeable in camp environment an asset
- Able to communicate orally in both English and French preferred
- High School Diploma with two years of relevant experience in the field of work