



PRIMARY AND JUNIOR DIVISION COORDINATOR

This position is a 10 week contract with possible additional shifts teaching with the Outdoor Education Centre and reports directly to the Camp Director

The Role

- Understand, agree, comply with and promote the mission statement of Willowgrove and the guiding principles of Willowgrove Day Camp
- Directly support the campers and counsellors within the Primary and Junior Division (age 4-7) during camp and pre-camp
- Assist counsellors with any challenging camper behaviours
- Work with the Inclusion Coordinator with any inclusion camper issues
- Have a backup games and activities for campers when needed
- Evaluate all Primary and Junior counselling staff
- Ensure that Primary and Junior counsellors are familiar with emergency procedures and the crisis intervention model followed at Willowgrove Day Camp
- Assist with Staff Training where needed
- Participate in all Support Staff meetings as required
- Lead weekly division meetings to update all Junior and Primary Counsellors and go over any reminders and training that is needed
- Assist Primary and Junior Counsellors and join in on program areas as much as possible
- Report all safety hazards
- Be a great role model!
- All other tasks as directed by the Camp Director