



Central Manitoulin Summer Fun Program Lead Job Description Summer 2025

Job Title: Summer Fun Program Lead
Duration: 8 Weeks – Temporary – Full Time
Start Date: June 30th, 2025
Finish Date: August 29th, 2025
Location: Providence Bay, ON
Wage: \$17.50

Job Description

Under the supervision of the CAO/Clerk or their designate, designate and the mentorship of the Events Coordinator, Day Camp Leader (Summer Fun Program Lead) is responsible for the safety and well-being of the children participating in the Municipal Summer Fun Program. They will plan and facilitate daily, age-appropriate, programming, communicate and engage with both children and parents, and maintain a safe, positive, and enjoyable program environment. The purpose of this position is also to provide quality work experience and provide an opportunity for students to develop and improve their employment skills.

Key Responsibilities

1. Interact with parents at drop off and pick up times, and instruct and assist parents with filling out registration forms and daily attendance sheets.
2. Provide positive direction to coworkers and work co-operatively towards the safety and well-being of program participants.
3. Provide supervision to children, ages 5 – 12 years old, who are participating in the Summer Fun Program.
4. Ensure program rules are followed and oversee children during activities, excursions and mealtimes.

5. Respond to incidents, problem solve behaviours and accidents, and provide appropriate follow up communication to parents and staff as required.
6. Assist in organizing and facilitating recreational activities, games, arts and crafts and outings.
7. Set-up and cleanup then program area, and all utilized space, at the beginning and end of each day.
8. Provide and maintain a safe, positive and enjoyable program environment.
9. Perform proper record keeping and report all accidents or incidents to the CAO/Clerk or Events Coordinator, immediately.
10. Submit weekly time sheets to the Municipal Office within deadlines.

Job Requirements:

1. Eligible students must be planning to return to school full time in the fall.
2. Be eligible to work in Canada as well as be at least 15 years of age upon commencement of employment.
3. Have experience or interest in working with children.
4. Willingness to learn.

Reporting Relationship:

The Discovery Centre Host shall be under the direct supervision of the CAO/Clerk or their designate, and under the mentorship of the Event Coordinator, and is expected to take direction from, and report to the individuals indicated.

Intake will remain open until positions are filled.

Please direct all inquiries, requests for job descriptions and applications to:

Alison Sloss
Event Coordinator
Municipality of Central Manitoulin
Phone: 705-377-5726
Email: asloss@centralmanitoulin.ca
www.centralmanitoulin.ca/careers