

## Summer Camp Casual/Sub -Leader

**Position Title:** Casual / Substitute Summer Camp Leader

**Organization:** Resource Opportunities Centre – Prospect Road Community Centre

Under the direction of the Resource Opportunities Centre, the Casual / Substitute Summer Camp Leader will assist with Summer Day Camp programming and provide supervision for children ages 2.5–11 years when additional staff support or coverage is required.

This position will provide coverage for staff absences, increased program needs, or special activities.

### Responsibilities

- Assist with Summer Day Camp programming and activities (games, sports, crafts, outdoor play, etc.)
- Supervise children and ensure a safe and supportive environment
- Assist with delivering planned activities
- Greet participants and parents when required
- Assist with distributing and collecting permission slips
- Report incidents, accidents, or damages to supervisors
- Support staff in recording program attendance
- Help create a fun, engaging, and inclusive camp experience
- Maintain confidentiality regarding participants and families
- Follow all program policies, procedures, and safety guidelines
- Provide positive interactions with participants, parents, staff, and the public
- Participate in required training sessions

### Requirements for Hire

- First Aid and CPR certification (or willingness to obtain)
- HIGH FIVE and WHMIS certification (or willingness to obtain)
- Experience working with children or youth in recreation or childcare settings (preferred)
- Successful screening through Child Abuse Registry and Criminal Record Check
- Be legally entitled to work in Canada according to provincial legislation and regulations
- Proof of certifications and documentation will be required

### Skills & Competencies

- Strong communication and interpersonal skills

- Energetic, dependable, and adaptable
- Ability to step into programs and support staff as needed
- Experience working with children and youth
- Ability to work independently and as part of a team
- Driver's license, access to a vehicle, or reliable transportation (PRCC is not located on a public transit route)

## **Salary & Hours**

Starting wage: **\$16.75/hour**

This is a **casual / substitute position with no guaranteed hours**. Shifts will be offered based on staffing needs and employee availability between **7:00am – 6:00pm, Monday to Friday**.

## **Contract Duration**

July 2 2026 - August, 30 2026 - Training to happen in person at the end of June- Date: TBD

## **Application Instructions**

1. Send a cover letter and resume via email to **programs@prospectcommunities.com**. Please include the position title in the subject line.
2. Drop off applications at:  
Prospect Road Community Centre  
2141 Prospect Road  
Hatchet Lake, Nova Scotia  
B3T 1S1

Please submit applications in a sealed envelope with the **position title clearly indicated**.

## **Application Deadline**

**April 30, 2026**

Only candidates selected for an interview will be contacted.