

Summer Camp Part Time -Leader

Position Title: Part-Time Summer Camp Leader

Organization: Resource Opportunities Centre – Prospect Road Community Centre

Under the direction of the Resource Opportunities Centre, the Part-Time Summer Camp Leader will lead and support Summer Day Camp programming and activities while providing supervision to children ages 2.5–11 years.

Responsibilities

- Lead and participate in Summer Day Camp programming and activities (games, sports, crafts, outdoor play, etc.)
- Supervise and engage children in a safe and positive environment
- Greet participants and parents during drop-off and pick-up
- Deliver planned activities in a fun, engaging, and age-appropriate way
- Distribute and collect permission slips as required
- Document and report incidents, accidents, or damages
- Record and report daily program attendance
- Maintain a respectful, responsible, and inclusive environment for all participants
- Respond appropriately to participant interactions and demonstrate sound judgment in challenging situations
- Implement the HIGH FIVE Principles of Healthy Childhood Development
- Maintain confidentiality regarding all participants and families
- Follow all program policies, procedures, and safety guidelines
- Provide excellent customer service when interacting with participants, parents, staff, and the public
- Participate in staff training and planning sessions as required

- Support centre staff and community initiatives when needed
- Follow standard health and safety practices

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, reliable, and well organized
- Experience working with children and youth
- Ability to work independently and as part of a team
- Experience working with the public
- 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**

Hours: **5.5–20 hours per week**, scheduled between **7:00am – 6:00pm, Monday to Friday** depending on program needs. Candidates must be available for occasional early morning or late afternoon shifts.

Contract Duration

July 2 2026 – August 30, 2026

Training sessions will take place in person at the end June.

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.