

# Woolwich Township Job Posting



**Date:** February 21, 2025  
**Position:** Summer Camp Leader  
**Wage Rate/Grade:** \$17.20 - \$18.00 per hour (based on experience)

---

Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a rural lifestyle with all the conveniences of urban centres nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you will play a key role in helping shape the next phase of our future growth and development.

Recreation & Community Services is seeking fourteen (14) Summer Camp Leaders from June 2 to August 29, 2025.

## **Purpose of position and profile**

Recreation & Community Services is seeking enthusiastic Summer Camp Leaders to plan and deliver our Summer Day Camp programming during the months of June- September 2025. Our Summer Camp is a growing and exciting program, running for 9 weeks in 2025. Our Summer Camps run out of the Woolwich Memorial Centre (Elmira), Breslau Community Centre (Breslau) and St. Jacobs Arena (St. Jacobs). Responsible for leading children and youth programming and assist with pre-camp activities within the Township.

**Hours of Work:** Hours will be 2-24 hours per week, based on organizational needs for the month of June. From July 1 until August 29, hours will be 40 hours per week.

## **Responsibilities:**

- Excited about working with children and youth in an active and busy summer camp program.
- Attend all pre-camp staff trainings. Training dates will be provided at the interview.
- Assist with pre-camp activities within the Township (for example, Pop Up Playgrounds and Canada Day Festivities).
- Lead a group of 6-10 campers providing safety supervision, leading camp activities and games.
- Follow and modify Camp program plans to meet the needs of the campers.
- At the Woolwich Memorial Centre, assist with direct supervision of campers while in the pool environment. Lifeguards are also on duty.
- Providing excellent customer service and open communication to campers, parents and staff.
- Demonstrate good knowledge of Township of Woolwich Summer Camp programs and policies.
- Perform all other duties as assigned.

## **Qualifications, Knowledge, Skills and Work Requirements:**

- Experience working with children and youth, aged 5 – 12 years
- Prior Summer Camp experience considered an asset
- Demonstrated leadership, interpersonal, customer service and dynamic facilitation skills
- Team player with strong organizational, communication, presentation, problem solving and conflict resolution skills
- Basic swimming ability is required
- Currently enrolled or completed Secondary School
- Standard First Aid / CPR level C (or willing to obtain as a condition of hiring)
- Lifesaving Society SafeGuard (or willing to obtain as a condition of hiring)
- High Five PHCD considered an asset
- A current Police Record Check with Vulnerable Sector Check will be required upon hire.

**Working conditions:**

- Working both indoors and outdoors.
- Typical hours of work during the camp season are Monday to Friday, 8am – 5pm. Weekend and evening hours may be required, based on programming needs.

Interested applicants are invited to submit their resume via email to [hr@woolwich.ca](mailto:hr@woolwich.ca) prior to **4:00 pm on Friday, March 7, 2025. Please quote job posting 2025-09.**

All applicants are thanked for their interest in these positions however, only those selected for an interview will be contacted.

The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request.