



**Renfrew**  
INC • 1858  
Bridging Charm and Convenience

**SUMMER EMPLOYMENT OPPORTUNITY  
#25.06 – Summer Camp Leader (2 positions)  
Department of Community & Recreation Services**

**Description:**

The Town of Renfrew invites applications for the position of Summer Camp Leader to assist the Community & Recreation Services Department in supervising and ensuring the safety of campers during all Town of Renfrew Summer Camp activities. The availability of this position is subject to funding approval by Town Council.

**Responsibilities:**

- Planning, organizing and leading a variety of recreational and educational activities for campers.
- Guiding and mentoring camp counsellors.
- Serving as a role model for campers and other camp staff by demonstrating leadership, responsibility and good communication skills.
- Collaborating with other camp staff and supervisors to coordinate daily schedules, special events, and field trips.
- Providing guidance and support to campers in resolving conflicts and building positive relationships with peers.
- Maintaining accurate records of camper attendance, behaviour incidents, and any medical or health-related concerns. Reporting any significant issues or incidents to Supervisor.
- Follow camp policies and procedures to ensure the well-being of campers and maintain a clean and organized camp environment.
- Communicate regularly with parents/guardians to provide updates on camp activities and address any concerns or questions.
- Participate in staff training sessions and professional development opportunities to enhance leadership skills and knowledge of camp programming.
- Help plan and execute other programs run by the Community Services Department, including, but not limited to Canada Day, Park N' Play Trailer, and Youth Programs.

**Qualifications:**

- Previous experience working with children in camp, school or recreational setting.
- Strong leadership skills and the ability to motivate and inspire campers.
- Excellent communication and interpersonal skills.
- Passion for working with children and creating memorable experiences in a camp setting.
- Knowledge of recreational activities such as sports, arts and crafts, nature exploration, etc.
- High school diploma or equivalent required; college coursework or degree in education, recreation or related field preferred.
- CPR and first aid certification required.
- High Five Training required.

**Rate of Pay/Hours of Work/Location:**

- \$18.70/hour (under review)
- 40 hours/week
- myFM Centre – 1 Ma-te-way Drive, Renfrew ON
- Tuesday, May 6, 2025 to Monday, August 25, 2025
  - First 8 weeks is planning for Summer Day Camp, as well as helping run other Community Services programs and events including: Park N' Play Trailer, youth programs (supervising Free Play), Canada Day Event - Last 8 weeks is running Summer Day Camp. Final Day on Monday, August 25<sup>th</sup> is a clean-up day.

***Qualified applicants are invited to submit their resume, stating:  
"Town of Renfrew - #25.06 Summer Camp Leader"  
by 4:00 p.m., Wednesday March 5<sup>th</sup>, 2025, to:***

Town of Renfrew, Attn: Jenn Fleming, Compensation/HR Specialist  
127 Raglan Street South, Renfrew, ON K7V 1P8  
EMAIL: [jfleming@renfrew.ca](mailto:jfleming@renfrew.ca) (in MS Word or pdf format)

***Thank you for your interest, however, only applicants considered for an interview will be contacted. Accessibility accommodations are available for all parts of the selection process. Applicants must make their needs known in advance. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.***