



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

**SUMMER EMPLOYMENT OPPORTUNITY**  
**#25.07 – Summer Camp Counsellor (3 positions)**  
**Department of Community & Recreation Services**

**Description:**

The Town of Renfrew invites applications for the position of Summer Camp Counsellor to assist the Community & Recreation Services Department in supervising and ensuring the safety of campers during all Town of Renfrew Summer Camp activities. The responsibilities of this position include general supervision of children and the facilitation of activities including crafts, games, sports and day trips all while maintaining a safe and enjoyable environment for everyone. This position will be required to assist with general set-up and clean-up of program spaces, and ensuring they are safe and tidy. The availability of this position is subject to funding approval by Town Council.

**Responsibilities:**

- Assist in the supervision and facilitation of daily camp activities, ensuring that all campers are engaged and having fun.
- Support the Camp Leaders in implementing inclusive programming and adapting activities to meet the diverse needs of campers.
- Foster a positive and welcoming environment by encouraging participation and building connections with campers.
- Help maintain a safe, clean, and organized camp space by adhering to camp policies and assisting with setup and cleanup of activities.
- Act as a role model for campers by demonstrating respect, kindness, and teamwork.
- Support campers in resolving minor conflicts and encourage positive interactions among peers.
- Report any significant concerns about camper behaviour, attendance, or health to Camp Leaders promptly.
- Collaborate with Camp Leaders and fellow staff members to ensure the safety and well-being of all campers during activities, transitions, and outings.
- Promote campers' confidence, independence, and sense of belonging by encouraging their efforts and celebrating achievements.

**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:**

- \$17.70/hour (under review)
- 40 hours/week
- myFM Centre – 1 Ma-te-way Drive, Renfrew ON
- Monday, June 23, 2025 to Monday, August 25, 2025
  - Work term begins Monday, June 23<sup>rd</sup> with training required. This position will be expected to work at the Canada Day event followed by 8-weeks of 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 - #25.07 Summer Camp Counsellor”**  
**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.**