



CORPORATION OF THE TOWN OF HANOVER
DAY CAMP SUPERVISOR (Summer Position – early May to early Sept)

Reporting to the Programs Supervisor the Day Camp Supervisor is responsible for ensuring service excellence and to oversee the supervision, coordination and safe operations of all children's day camp programs for the Town of Hanover.

This is a full-time position with responsibilities that include but are not limited to:

- Planning and implementing the following programs:
 - Children's day camp daily program plans
 - Longest Day of Play
 - Canada Day Children's Carnival
 - Special events including bus trips, fundraising initiatives, and senior initiatives
- Directly supervising day camp staff, including taking a lead role in the development and implementation of staff trainings and meetings
- Overseeing the planning and training of day camp staff, including Inclusion and Volunteer programs
- Encouraging and assisting in maintaining high standard of morale, enthusiasm and teamwork
- Developing marketing initiatives for camp programs and established community publicity partnerships
- Ensuring high quality level of programs and public service
- Responding to public inquiries, problems and emergency situations
- Monitoring the budget to ensure operations are within budget

Knowledge, Skills & Experience

- Minimum of three (3) years of front-line camp program experience is required
- Strong leadership, organizational, problem solving and public relation skills are essential
- Excellent keyboarding skills and knowledge of a variety of word processing programs is required
- Knowledge of the Active Net software program is an asset
- Attention to detail, time management and planning skills are necessary
- Must be highly motivated and possess work experience in an independent setting with minimal supervision
- Valid Ontario Class 'G2' or higher driver's license in good standing
- Valid Standard First Aid and CPR Level C certification
- High Five Principles of Healthy Child Development certification is required
- A Criminal Record and/or Vulnerable Sector Background Check with results satisfactory to the Town of Hanover will be required (if hired; vulnerable sector check required for those aged 18+)

Qualified applicants are invited to submit a cover letter and resume quoting Posting #2025-07 by email or mail by 4:00pm on Friday, February 7, 2025.

Town of Hanover
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t 519.364.2780 | f 519.364.6456
hr@hanover.ca

The Town of Hanover is an equal opportunity employer that values diversity. Accommodations are available throughout the recruitment process. Applicants must self-identify and make their accessibility needs known in advance. We thank all applicants for their interest; however, only those individuals selected for an interview will be contacted. Information is collected solely for the purpose of job selection under the provisions of the Municipal Freedom of Information and Protection of Privacy Act.