

## The Winnipeg Humane Society – Job Posting #2022-7-1

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**Date:** January 5, 2022  
**Position Title:** Camp Supervisor-**TERM POSITION**  
**Reports to:** Assistant Manager, Education  
**Rate:** \$13.96-\$18.37  
**Hours:** 7:30am-3:30pm or 9:30am-5:30pm (shifts may vary)  
40 hours/week  
**Start Date:** March 21, 2022 – April 1, 2022

This position is subject to a Criminal Record Check, including vulnerable sector search and a Child Abuse Registry Check.

**Closing Date for Internal Applicants: January 9, 2022**

### **Position Summary:**

The Camp Supervisor is responsible for supervising all aspects of the Winnipeg Humane Society Kid Camps. This position will oversee the camp counsellors, budgeting, leading and training staff, coordinating camp registrations, preparing activities and arranging special guests. The Camp Supervisor will have regular, daily involvement with other departments, volunteers, parents/guardians, and customers of the WHS.

### **Duties and Responsibilities:**

- Integrate “teachable moments” into the camp program format
- Ensure all aspects of day camp are prepared daily
- Report questions/concerns promptly to the Assistant Manager, Education
- Model/Present appropriate strategies to volunteers and counsellors
- Coordinate and mentor Camp Counsellors
- Create a stimulating, active and educational camp program; offer program enhancements for consideration
- Perform duties of the Camp Counsellor when required
- Bring energy and enthusiasm to every day to ensure participants have an unforgettable experience
- Maintain positive morale that will be adopted by all our staff, volunteers, parents/guardians, and the children attending the camp
- Always maintain safety of campers and visiting pets
- Other duties as reasonably assigned

### **Accountabilities**

Directly accountable to the Assistant Manager, Education this role has the authority to perform all assigned duties and responsibilities within established policies and procedures.

### **Qualifications & Experience**

The following are mandatory qualifications for this role:

- Must be 18 years of age, or older
- Post-secondary education in Early Childhood Education or relevant course of study, or equivalent combination of education and experience

- Demonstrated professionalism and responsibility
- Ability to work weekends, evenings, and some holidays as required

The following qualifications are desired and would be considered assets:

- Previous experience in a non-profit environment
- Previous experience leading staff, volunteers, and children
- Demonstrated experience in childcare, motivating and working with children ages 6-13
- Demonstrated experience creating and delivering engaging community programs

#### **Knowledge & Skills**

- Effective communication skills, both written and verbal, as well as presentation skills
- Ability to deal with people sensitively, tactfully, diplomatically, and professionally at all times
- Ability to build positive and productive working relationships
- Strong teamworking qualities, with the ability to work with staff from other departments and taking initiative to contribute new ideas
- Able to work independently or as a team
- Able to work under minimal supervision
- Excellent time management and organizational skills
- Ability to adapt to changing circumstances and priorities
- Creative problem solving and resolution skills

#### **Personal Attributes**

- Self-motivated, resourceful individual who likes to take initiative and be proactive
- Positive, pleasant, enthusiastic attitude

#### **Exemplifies Winnipeg Humane Society's Core Values**

- We are and always will be **humane**
- We sincerely **respect** each other
- We communicate proactively, and we **listen**
- We are **humble**, and we are always willing to accept better and new ideas
- We are committed to **transparency** and accountability

Forward your resume and cover letter to:

Attn: Kendra Galbraith

kendrag@winnipeghumanesociety.ca

**Please quote the job posting number in your email and cover letter subject line.**

**NO PHONE CALLS PLEASE**

Thank you for your interest in this position however only those considered for an interview will be contacted.