



TOWN OF INUVIK
Northwest Territories

Job Description

Summer Camp Senior Program Leader

IDENTIFICATION

Job Title:	Senior Program Leader
Reports to:	Camp Program Coordinator
Job Status:	Summer Term - The work hours may vary based on the schedule and requirements of the department.

OVERVIEW

The Senior Camp Leader acts as a team lead, supporting Junior Camp Leaders in daily operations and helping to ensure that summer programming runs smoothly. This role balances hands-on participation with leadership responsibilities including behavior management, problem-solving, team support, and assisting the Camp Coordinator. The Senior Camp Leader helps create a safe, inclusive, and positive experience for all campers and staff.

RESPONSIBILITIES

Leadership & Team Support

- Mentor and support Junior Camp Leaders with daily tasks and challenges.
- Lead group activities and transitions to keep programming on schedule.
- Act as the go-to staff member when the Camp Coordinator is off-site.
- Model positive engagement, safety awareness, and professional conduct.

Camper Supervision & Behaviour Support

- Support children with unique behavioural or emotional needs.
- Respond to incidents and escalate complex situations to the coordinator.
- Oversee camper check-ins, check-outs, and daily attendance.

Program Support

- Assist with activity planning and preparation.
- Help manage camp supplies, equipment, and clean-up procedures.
- Provide feedback to the coordinator on staff performance or camper needs.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

- Solid understanding of youth engagement strategies and positive behavior supports.
- Knowledge of program planning, camp routines, and camper group dynamics.
- Awareness of supervisory responsibilities and basic leadership principles.

Skills:

- Strong leadership and peer support skills to guide junior staff.
- Confident decision-making and conflict resolution.
- Effective communication with children, staff, and parents/guardians.
- Skilled in multitasking, group supervision, and de-escalating behavioral issues.

Abilities:

- Ability to step into a lead role when needed and support the coordinator.
- Able to recognize and respond to the emotional and physical needs of campers.
- Capacity to manage group transitions and maintain camper engagement.
- Able to provide mentorship and guidance to Camp Leaders.

WORKING CONDITIONS

Physical:

Includes all demands of Junior Camp Leader role, with additional movement between activity stations and oversight responsibilities.

Environmental:

Frequent outdoor work in summer conditions. May require rapid transitions between locations and managing multiple staff and campers at once.

Sensory:

Requires strong awareness of camper behaviour, environmental safety, and group dynamics across multiple activities.

Mental:

Heightened mental demands from balancing leadership, behaviour management, and supporting junior staff. Must remain calm and solution-focused during incidents.

I certify that I have read and understand the responsibilities assigned to this position.

Employee's Printed Name

Employee's Signature

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required for the position.