



**TOWN OF INUVIK**  
*Northwest Territories*

## **Job Description**

### **Summer Camp Junior Program Leader**

## **IDENTIFICATION**

<b>Job Title:</b>	Junior Program Leader
<b>Reports to:</b>	Senior Program Leader / Recreation Coordinator
<b>Job Status:</b>	Summer Term – Monday, June 29 to Friday, August 28

## **OVERVIEW**

The Junior Camp Leader plays a key role in delivering safe, fun, and creative summer camp programming for children aged 6 to 12. Under the guidance of the Senior Camp Leader and Camp Coordinator, Junior Camp Leaders design and implement daily activities, supervise campers, and maintain a respectful, inclusive environment. Leaders are responsible for camper safety, engagement, and communication with parents while ensuring the cleanliness and organization of program spaces and supplies.

## **RESPONSIBILITIES**

### **Program Delivery**

- Plan and lead engaging, age-appropriate activities for campers aged 6–12.
- Arrive prepared and on time each day.
- Always ensure camper safety and well-being.
- Supervise children during indoor and outdoor activities, outings, and field trips.
- Assist with group transitions and camper organization.
- Support campers with individual needs and adjust programming as needed.
- Address minor behavioural concerns respectfully and escalate complex issues to the Senior Leader.

### **Communication & Support**

- Welcome and engage parents/guardians during drop-off and pick-up.
- Communicate camper needs or concerns to the Senior Leader or Coordinator.
- Maintain open and professional communication with coworkers and supervisors.

### **Program Administration**

- Assist with supply tracking, equipment set-up, and cleaning duties.
- Help distribute and collect feedback forms.
- Support basic program documentation as directed.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **Knowledge:**

- Basic understanding of child development and age-appropriate activities for children aged 6–12.
- Awareness of safety protocols and emergency procedures in recreational settings.
- Familiarity with inclusive practices for working with children of various backgrounds and needs.

### **Skills:**

- Strong communication skills for interacting with children, coworkers, and parents.
- Ability to engage children in play and structured activities.
- Conflict resolution and basic behavior management.
- Time management and organization to follow activity schedules and routines.

### **Abilities:**

- Ability to lead games, crafts, and recreational activities with enthusiasm.
- Able to maintain a respectful, inclusive, and supportive environment for all campers.
- Physically able to supervise and participate in active, outdoor programming.
- Able to respond calmly and appropriately in minor incidents or changes to plans.

## **WORKING CONDITIONS**

### **Physical:**

Frequent standing, walking, running, bending, and lifting (up to 25 lbs) while supervising or engaging in outdoor play and activities.

### **Environmental:**

Work takes place primarily outdoors during summer months, with regular exposure to heat, sun, insects, and unpredictable weather.

### **Sensory:**

Busy, noisy camp environments requiring attention to multiple children and surroundings. Must remain alert to ensure camper safety.

### **Mental:**

Moderate stress due to responsibility for camper well-being and behaviour management. Requires flexibility and resilience in a fast-paced setting.

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.