

SOUTH ESSEX COMMUNITY COUNCIL
POSITION DESCRIPTION
Job Posting #2026-08 (revised)
(non-union)

POSITION TITLE: Summer Camp Counsellor (positions)

POSITION SUMMARY: The SECC summer camp works with participants aged 7-12. Under the general supervision of the Children & Youth Department Coordinator, and the Summer Camp Program Leader, the Camp Counsellor will assume the following duties and responsibilities:

- Assist in providing leadership and supervision to SECC summer day camp
- Ensure that the program is conducted in a manner that promotes and ensures respect for all participants
- Facilitate programming; deliver relevant programming
- Work in conjunction with the SECC Program Leader and Youth Workers to organize and facilitate social recreational events for youth and their families
- Work in conjunction with the Program Leaders, and other members of the staff, to ensure a team delivery approach
- Lead activities such as sports, crafts, music, drama, literacy, etc. to program participants
- Ensure a healthy and safe environment for program participants
- Assist in snack prep, preparing activities and clean up
- To perform other duties as assigned

EDUCATION REQUIREMENTS AND RELATED WORK EXPERIENCE

- Must be between the ages of 15 and 30 years of age at the start of employment
- Is a Canadian Citizen, Permanent Resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act
- Is legally entitled to work according to the relevant provincial legislation and regulations

ADDITIONAL SKILLS

- Excellent leadership and interpersonal skills
- Excellent verbal and written communication skills
- Strong organizational skills
- Ability to follow directions and work independently
- Must submit to a police background check (if eligible)
- First Aid and CPR an asset
- Ability to maintain confidentiality at all times

EXPECTATIONS

- Provide courteous, supportive and professional service at all times to clients, employers, coworkers and community partners
- Be attentive to detail and able to meet deadlines
- Able to work in a busy and changing environment; capable of multi-tasking and of dealing with constant interruptions
- Communicate effectively and in a timely manner with clients and front-line staff

HOURS AND SALARY

- 35 hours per week-Monday to Friday, 8:30am to 4pm (some flexibility may be required)
- \$17.60 per hour
- Position to begin July 6 to August 28, 2026

External Posting

Please submit resumes by 4:30 p.m.
Friday, April 24, 2026

Jennifer Moore
Manager of Human Resources
jmoore@secc.on.ca

PLEASE NOTE:

Please be sure to list all qualifications you possess as they relate to the qualifications in the posting.

- All of the qualifications in the posting are deemed necessary to perform the work required of the position
- Interviews and practical assessments will be conducted to clarify qualifications
- SECC is committed to employment equity, welcomes diversity in the workplace, and encourages applications from all qualified individuals including women, members of racialized communities, indigenous persons, persons with disabilities, and persons of all sexual orientations or gender identities.
- Accommodation is available upon request for candidates participating in any stage of the recruitment process. Please advise the Manager of Human Resources if you require accommodation.
- **Artificial Intelligence (AI) Use in Recruitment**
South Essex Community Council (SECC) utilizes recruitment platforms, including Indeed.ca, which may incorporate artificial intelligence (AI) features. SECC may also use AI tools to assist with certain administrative aspects of the recruitment process, such as drafting job postings or developing interview questions. However, AI is not used by SECC to screen, filter, rank, or select candidates. All hiring decisions are made by SECC staff based on established hiring practices and human review.