



# **RICHMOND CENTRE FOR DISABILITY**

## **2016 Children & Youth Summer Camp Camp Assistant Job Description**

**Job Title: Summer Camp Assistant, 2016 Children & Youth Summer Camp**

**Duration: July 4 to August 12, 2016  
Refer to Work Schedule for details of work hours**

**Camp Assistant Functions & Duties:**

**Planning Stage –**

1. To discuss the directives and focuses of the summer camp with Coordinators and incorporate the elements into planning
2. To work together and maintain close communication with Head Coordinators and Camp Coordinators regarding activities planning
3. To discuss own duties and responsibilities with Head Coordinators

**Implementation Stage –**

1. To assist Head Coordinators and Camp Coordinators in all aspects of implementing the summer camp
2. To help supervising the children in the summer camp
3. To help organizing activities for the summer camp
4. To guide and help leading volunteers
5. To ensure the children are in a safe environment
6. To keep tidy the room the summer camp is being held
7. To report to Head Coordinators and/or Camp Coordinators of any incidents with the project
8. To report to Centre staff directly of any incidents deemed necessary

**Attributes required and to be maintained:**

- |                         |                            |
|-------------------------|----------------------------|
| ➤ Proper work ethics    | ➤ Personal grooming/Attire |
| ➤ Reliable and punctual | ➤ Patient and caring       |
| ➤ Team player           | ➤ Initiative/Enthusiasm    |

**Reporting to: Summer Camp Head Coordinators on site  
Overall Supervision by RCD Staff In-Charge**