



Township of Huron Kinloss

Parks Maintenance Student

35 – 40 hours per week

Open Availability Required

Report to Facility and Parks Supervisor

This position is responsible for the maintenance of the parks, trails, beaches and facilities that operate within the Community Services Department.

Responsibility	Tasks
Parks, Trails and Beach Maintenance	Lawn care, operating push lawn mowers, and trimmers. Being mindful of objects such as fences, monuments, trees etc.
	Garbage clean up and collection
	Trail maintenance, involving grass cutting, tree trimming
	Report Damages to parks, park equipment, trails and other facilities, to your supervisor
	Soccer field maintenance, grooming and line painting
	Minor repairs to park equipment, lawns, fences, beach accesses etc.

	Painting park equipment, buildings, signs, fence posts etc.
	Beach access maintenance, grass cutting, tree trimming
	Ensure beach is clean from garbage, and completing the algae harvesting reports
Flower Bed and Tree Maintenance	Gardening, operating tree pruning equipment, flower bed maintenance
	Watering and fertilizing flowers
	Weeding flower beds, trimming and dead heading plants
	Edging the perimeter of the flower beds
	Applying mulch to flower beds and trees
Team Work	Working cooperatively with others to ensure all required tasks are completed on a daily basis
	Rotating shifts at the Huron Landfill
Other duties as assigned	Act as an ambassador to residents and visitors, as required

	<p>Welcome visitors and locals in a friendly and professional manner</p>
	<p>Develop knowledge of local attractions, events and services, and distribute available literature, brochures, pamphlets and maps, as required</p>
Qualifications	<p>Require full G licence</p> <p>College or university student</p>

Day Camp Coordinator

Open Availability Required

Reports to the Admin Assistant/Program
Coordinator

This position is responsible for executing the day to day operations of the Wolf Cub Adventure Camp, and ensuring the safety of all participants.

Responsibility	Tasks
Program Implementation	Greet and welcome all campers, parents, staff and volunteers each day in a professional manner
	Implement the weekly program plans, as developed. These include weekly field trips to local splash pads, swimming pools, bus trips etc.
	Develop daily activities for the campers such as games, crafts, free play etc.
	Proactively address any issues that may arise from staff, campers and volunteers
	Establish and orient all campers with the camp rules, on the first day
	Responsible for the safe arrival and the safe departure of all participants
	Available to parents/guardians for inquiries and concerns

	Create a weekly survey to gauge participant satisfaction with program
	Communicate weekly with the administrative assistant in order to evaluate and support the program accordingly
	Report any and all accidents/incidents/behavioural issues to the Admin. Assistant/ Program Coordinator for follow up with parents/guardians
	Lead the program in an enthusiastic, and encouraging manner providing support to the day camp staff as required
Maintenance	Inventory and track all supplies, ensuring sufficient supplies for each week's activities
	Ensure the workspaces and program activity areas are tidied after each activity
Team Work	Being accessible to staff and campers consistently, for assistance
	Working cooperatively with others to ensure all required tasks are completed on a daily basis
	Compliance with organization policies and related legislation
Other duties as assigned	

Qualifications	Post-secondary education Supervisory skills Experience dealing with the public and school age children First Aid Certificate Strong verbal and non-verbal communication skills A completed vulnerable sector check
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The Township of Huron-Kinloss is committed to providing information in the format that meets your needs. We have made every attempt to make documents accessible but there may still be difficulty in recognizing all of the information. Please contact us if you require assistance and we will make every attempt to provide this information in an alternative format.