



Position Description

Position Title: Summer Program Supervisor

Supervisor: Recreation Supervisor

Employee Group: Non-Union

Position Summary

- Under the direction of the Recreation Supervisor, the Summer Program Supervisor is responsible for the planning, implementation, operation, and evaluation of Memorial Sports Centre Summer Day Camp programs.

This position includes day-to-day supervision of program staff and ensuring a safe, inclusive, and engaging environment for all participants.

Direction Received

- Reports to the Recreation Supervisor

Direction of Others

- Not applicable

Revenue, Asset and Expenditure Scope

- Not applicable

General Responsibilities

- Plan, organize, and deliver engaging summer day camp programming
- Supervise daily operations of Memorial Sports Centre Day Camp programs
- Provide day-to-day leadership, direction, and support to program staff
- Organize and coordinate off-site field trips, including logistics and safety planning
- Manage program equipment usage and assist with materials purchasing

- Assist with the training, coaching, and development of Program Leaders
- Ensure compliance with health, safety, and municipal policies
- Complete administrative duties related to program delivery, attendance, and reporting
- Communicate effectively with participants, parents/guardians, staff, and supervisors

Summer Student Eligibility Requirements

To be considered for a Summer Student position with the Town of Fort Frances, applicants must meet the following criteria:

- Post-Secondary Status: Applicants must intend to return to or commence full-time post-secondary studies (college, university, or trades program) during the Fall 2026 – Spring 2027 academic year.
- Previous Enrollment: Enrollment in a post-secondary institution during the Fall 2025 – Spring 2026 academic year is preferred but not required.
- High School Students: These positions are not available to high school students, unless they are already accepted and enrolled in a post-secondary program for the Fall 2026 – Spring 2027 academic year. High school students are encouraged to explore other employment opportunities with the Town.

Education and Qualifications:

- Must be currently enrolled in, or recently completed, a post-secondary education program
- Experience working with children and youth in a recreational or camp setting
- Previous supervisory or leadership experience is considered an asset
- Strong organizational, communication, and problem-solving skills
- Ability to plan and lead recreational programs and activities
- Ability to work independently and as part of a team
- Valid First Aid and CPR certification (or willingness to obtain prior to start date)
- Satisfactory Criminal Record Check with Vulnerable Sector Screening

Working Conditions

- Incumbent works both indoors and outdoors and may be exposed to inclement weather on occasion
- Variable shifts including days, evenings, and occasional weekends
- Physically active role involving standing, walking, and lifting equipment

Conditions of Employment

- The incumbent is required to provide a satisfactory Criminal Background and Vulnerable Sector Check