



**Central Manitoulin Summer Fun Program Lead  
Job Description  
Summer 2026**

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**Job Title:** Summer Fun Program Lead  
**Duration:** 9 Weeks – Temporary – Full Time  
**Start Date:** June 29<sup>th</sup>, 2026  
**Finish Date:** August 28<sup>th</sup>, 2026  
**Location:** Providence Bay, ON  
**Wage:** \$17.60 – \$18.60

**Job Description**

Under the supervision of the CAO/Clerk or their designate, and the mentorship of the Events Coordinator, the Day Camp Leader (Summer Fun Program Lead) is responsible for the safety and well-being of the children participating in the Municipal Summer Fun Program. They will plan and facilitate daily, age-appropriate programming, communicate and engage with both children and parents, and maintain a safe, positive, and enjoyable program environment. The purpose of this position is also to provide quality work experience and provide an opportunity for students to develop and improve their employment skills.

**Key Responsibilities**

1. Interact with parents at drop-off and pick-up times and instruct and assist parents with filling out registration forms and daily attendance sheets.
2. Provide positive direction to coworkers and work cooperatively towards the safety and well-being of program participants.
3. Provide supervision to children, ages 5 – 12 years old, who are participating in the Summer Fun Program.
4. Ensure program rules are followed and oversee children during activities, excursions and mealtimes.
5. Respond to incidents, problem-solve behaviours and accidents, and provide appropriate follow-up communication to parents and staff as required.
6. Assist in organizing and facilitating recreational activities, games, arts and crafts and outings.

7. Set up and clean up the program area and all utilized space at the beginning and end of each day.
8. Provide and maintain a safe, positive and enjoyable program environment.
9. Perform proper record keeping and report all accidents or incidents to the CAO/Clerk or Events Coordinator, immediately.
10. Submit weekly time sheets to the Municipal Office within deadlines.

**Job Requirements:**

1. Eligible students must be planning to return to school full-time in the fall.
2. Be eligible to work in Canada as well as be at least 15 years of age upon commencement of employment.
3. Have experience or interest in working with children.
4. Willingness to learn.

**Reporting Relationship:**

The Summer Fun Program Lead shall be under the direct supervision of the CAO/Clerk or their designate, and under the mentorship of the Event Coordinator, and is expected to take direction from and report to the individuals indicated.

Intake will remain open until positions are filled.

Please direct all inquiries, requests for job descriptions and applications to:

Alison Sloss  
Event Coordinator  
Municipality of Central Manitoulin  
Phone: 705-377-5726  
Email: [asloss@centralmanitoulin.ca](mailto:asloss@centralmanitoulin.ca)  
[www.centralmanitoulin.ca/careers](http://www.centralmanitoulin.ca/careers)