

University Settlement

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Charitable #: 119279412RR0001



Over 100 Years of Service in the Community

Job Posting: February 11, 2020
Position: Assistant Camp Director – Summer 2020
Reports to: Children's Program Coordinator, Recreation Department

Organization Overview:

University Settlement is a multi-service agency that was founded in 1910 and has the distinction of being the first community-based social service center in the City of Toronto. University Settlement's three offices are part of culturally rich and vibrant neighborhoods in downtown Toronto and North York. As active members of these diverse communities, University Settlement helps individuals and families to learn and grow by engaging them in social, cultural, recreational and educational opportunities.

Job Function:

- Under the direction of the Children's Program Coordinator, to oversee all aspects of a Summer Camp for 4 to 12-year-old children, including staff supervision and administration

Qualifications:

- Three years' experience working with children in a group setting with demonstrated supervisory experience in coordinating a summer day camp.
- Post-secondary education in a related field
- HIGHFIVE Principles of Healthy Child Development Certification

Assets:

- 2nd language
- Experience working/volunteering in a multi-cultural setting

Responsibilities:

- Assist in leading staff training/planning sessions with all camp counsellors
- Assist in supervision and monitoring a staff of 10
- Structure and coordinate pre-summer planning and organization and ongoing training for all staff
- Communicate with parents and other outside partners prior to and throughout the summer
- Monitor the health and safety of all campers and staff
- To evaluate the effectiveness of the program and to suggest improvements
- Provide positive and clear direction for Lead and Junior Counsellors through staff meetings and one-to-one discussions to facilitate successful day-to-day operation of the camp.
- Other duties as assigned.

Terms of employment:

- Must be between 16 and 30 years of age at the start of employment
- Must show proof of registration in post-secondary college or university program for the Fall Term of 2020
- Current Standard First Aid and CPR certificates.
- Police Reference Check, satisfactory to University Settlement is a requirement of this position

Salary Rate: \$17.50 per hour **Schedule:** Full time, weekday day hours; May 4, 2020 to August 28, 2020.

Please email a detailed resume with cover letter **by March 6, 2020** to:

Ted Thompson, Director of Recreation, University Settlement ted.thompson@universitysettlement.ca

Note: University Settlement is an equal opportunity employer. We would like to thank everyone for applying; only those chosen for an interview will be contacted