

University Settlement

23 Grange Road, Toronto ON M5T 1C3
Telephone: 416-598-3444 Fax: 416-598-4401
Website: www.universitysettlement.ca
Charitable #: 119279412RR0001



Over 100 Years of Service in the Community

JOB TITLE/ POSITION:	Junior Camp Counsellor
DEPARTMENT:	Recreation
REPORTS TO:	Children's Programs Coordinator
Posting date	February 1, 2023

ORGANIZATIONAL 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 centre in the City of Toronto. University Settlement's three offices are part of culturally rich and vibrant neighborhoods in downtown Toronto and North York.

With a full-time and part-time staff of approximately 150, University Settlement has developed programs to address the needs of more than 8,000 users annually through diverse areas such as settlement services, English language classes, senior services, youth programming, music and arts education, and daycare. In addition, our main site hosts a full recreation centre with pool, gym and fitness facility.

THE POSITION:

Junior Camp Counsellors are responsible for ensuring the education, safety, and welfare of the children participating in the summer camp program. Their primary responsibilities include assisting with planning camp activities and assisting Senior Counsellors in executing the daily operations of the camp, such as leading and assisting with camp activities, ensuring the health and safety of the children participating in the camp program, and communicating with senior counsellors, the Camp Coordinator, and parents. Additionally, Junior Camp Counsellors work with the Senior Camp Counsellors and the University Settlement Recreation Department to comply with organization policies and procedures.

QUALIFICATIONS:

- Minimum 1 year of experience working with children in a group setting.
- Demonstrated ability to facilitate high-quality programs for participants aged 4-12
- Able to work effectively as a team-player
- Experience working in a unionized setting preferred
- Ability to handle confidential information with discretion
- Excellent problem-solving and customer service skills
- Mandatory Requirement: HIGH FIVE Principles of Healthy Childhood Development certification
- Mandatory Requirement: Standard First Aid and CPR-C with AED



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ASSETS:

- 2nd language
- Non-profit experience
- Experience working/volunteering in a multi-cultural setting
- Completion of a Leadership in Training (LIT) program

RESPONSIBILITIES:

- Attend all staff training and planning sessions prior to the start of camp.
- Assist the Senior Camp Counsellor in planning and leading camp activities.
- Assist in the mentorship of the leaders-in-training.
- Ensure all camp programs reflect HIGH FIVE Principles of Healthy Childhood Development.
- Ensure the safety of participants at all times, through constant supervision and guidance.
- Accompany the camp and monitor the safety of participants on all excursions and day trips (i.e. Toronto Islands, Art Gallery of Ontario, etc.).
- Participate in all camp activities, including in water camp swims, trips, etc.
- Develop and maintain cooperation and openness, and work collaboratively with others to achieve University Settlement objectives.
- Adhere to all Health and Safety guidelines and Emergency Procedures.
- Administrative work as needed (taking attendance, filing paperwork, etc.)
- Assist with end-of-season camp close and clean-up.
- Other duties as assigned.

SCHEDULE: Monday, March 13 to Friday, March 17, 2023 – 9:00 AM-5:00 PM

DETAILS: Contract, Non-unionized position

SALARY RANGE: \$16.48/hour

Terms of Employment:

Police Reference Check with Vulnerable Sector Screening, satisfactory to University Settlement is a requirement of this position. All University Settlement employees are required to be fully vaccinated as a condition of hire in accordance with the University Settlement Mandatory Vaccination Policy. Please send your resume and cover letter to kidsprograms@universitysettlement.ca with the subject line **Junior Camp Counsellor position** by February 15, 2023.

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

