

University Settlement

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



University Settlement
Founded in 1910

Over 100 Years of Service in the Community

JOB TITLE/ POSITION:

Senior Camp Counsellor

DEPARTMENT:

Recreation

REPORTS TO:

Children's Programs Coordinator

Posting date

February 1st, 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 licensed daycare. In addition, our main site hosts a full recreation centre with pool, gym, and fitness facility.

THE POSITION:

Senior Camp Counsellors are responsible for the education, safety, and overall welfare of all participants in the summer camp program. Their primary responsibilities include assisting with planning camp activities and executing the daily operations of the camp, such as leading camp activities as scheduled, ensuring the health and safety of the children participating in the camp program, and communicating with Junior Counsellors, the Camp Coordinator, and parents. Additionally, Senior Camp Counsellors are responsible for working with the University Settlement recreation department to ensure the camp program complies with organizational policies and procedures.

QUALIFICATIONS:

- Secondary or Post-Secondary student completing a degree in Education, Early Childhood Education, Recreation & Leisure or equivalent experiences
- 1-3 years of experience working with children in a group setting with demonstrated supervisory experience.
- Demonstrated ability to effectively facilitate high-quality online and in-person programs for participants aged 4-12
- Strong organizational skills, able to work on multiple tasks effectively
- Able to work effectively as a team-player
- 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 Leaders in Training (LIT) Program

RESPONSIBILITIES:

- Attend all staff training/planning sessions prior to the start of camp.
- Assist the Children's Program Coordinator in developing the basic structure, activities, and schedules for the camp program.
- Monitor the Junior Camp Counsellor's work, ensuring that camp activities are high quality and that the safety of the children attending the camp is ensured at all times.
- Take a lead role in the mentorship of the leaders-in-training.
- Ensure all camp programs reflect HIGH FIVE standards of Healthy Childhood Development.
- Accompany the camp and monitor the safety of participants on all excursions and day trips (i.e., Art Gallery of Ontario, etc.).
- Provide positive and clear direction for Junior Counsellors through staff meetings and one-to-one discussions to facilitate the successful day-to-day operation of the camp.
- 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.
- Evaluate the effectiveness of the program and suggest improvements.
- 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 – Friday, March 17, 2023 – 9:00 AM – 5:00 PM, hours may vary based on operational needs

DETAILS: contract, non-unionized position

SALARY RANGE: \$18.55/hr

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.



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Please send your resume and cover letter to kidsprograms@universitysettlement.ca with the subject line: **Senior Camp Counselor position** by February 15, 2023.

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

