# Camp U of T Mississauga – Camp Coordinator

The University of Toronto Mississauga is recruiting a Camp Coordinator. We are looking for an engaging, energetic, and creative leader to join the Community Outreach Team. Reporting to the Community Outreach Officer, the Coordinator is responsible for supervising the camp team by ensuring staff provide children and youth aged 4 to 16 a positive, fun, and safe camp experience. Camp U of T Mississauga offers a wide range of day camp experiences from sport and recreation-based camps to academic-themed and leadership camps. This position will be instrumental in delivering a high-quality program that fosters skill development, teamwork, active play, and collaboration.

## Duties:

- Oversees the camp leadership team consisting of, Assistant Camp Coordinators, Camp Administrative Assistant & Lead Camp Instructors, providing supervision, mentorship, and performance feedback.
- Develops and delivers innovative staff training that supports the professional development of staff and volunteers.
- Works with the Assistant Camp Coordinators to plan and organize camp activities in alignment with U of T and OCA (Ontario Camps Association) policies and procedures.
- Establishes & maintains administrative records in an organized manner from creation to disposal.
- Liases with various university stakeholders to ensure smooth camp operation related to meals, facility use, set-ups, risk mitigation, etc.
- Reviews daily camp schedules and assigns staffing duties.
- In conjunction with the Community Outreach officer, reviews accommodation requests and communicates with parents to ensure an accommodation and inclusion plan is in place for campers with medically diagnosed disabilities or other needs.
- Leads daily pre- and post-camp staff meetings.
- Participates in camp programs to ensure accurate delivery of camp curriculum and acts as a positive role model for the children, youth, and staff.
- Builds a rapport with staff & campers and manages behavior to ensure safety.
- Communicates with parents/guardians, colleagues, and supervisor regularly by email, telephone, and in-person.

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**Deadline:** February 4, 2024

**Interview Availability:** February 26th - March 1st, via in-person or video conferencing

**Number of Positions:** 1

**Rate of Pay:** Starting at $25.00/hour

**Position Start Date:** April/May, 2024

**Position End Date:** August 30, 2024

**Number of Hours per Week:**
- 20-30 hours per week: April-May
- 40 hours per week: June-August

**Classification:** Union: USW (United Steelworkers) Casual - Term
DEPARTMENT OF RECREATION, ATHLETICS & WELLNESS

- Resolves customer service concerns within the scope of the role & escalating issues, as required
- Maintains a log of incidents & injury reports to assess commonalities to ensure safe camp operation

Qualifications:

Education
- Undergraduate degree or equivalent experience and education.
  Areas of study: Education, Kinesiology or Physical Education, Early Childhood Studies, an asset.

Experience:
- Previous experience in a camp leadership and staff supervision role, required
- Strong background in children’s programming, specifically related to physical education, education, or related field

Other:
- Working knowledge of the Ontario Camps Association standards.
- Excellent interpersonal, conflict resolution and customer service skills
- Strong computer skills including Microsoft Excel, Word, Outlook, Registration Management Software (Fusion)
- Ability to function in a position driven by competing demands and frequent interruptions
- Ability to work well independently as well as part of a supervisory team
- Ability to exercise initiative, discretion, and good judgement
- Ability to handle confidential information and challenging situations with tact and professionalism
- Current Standard First Aid and CPR-C certification, required by start date
- High Five – Principles of Healthy Child Development, required by start date
- NCCP Certification in respective sport areas, an asset
- First Aid Instructor and National Lifeguard Service certification, an asset

Employment conditional upon receipt of a Clear – Criminal Records Search, Vulnerable Sector Screening that is current within 6 months.

Method of Application:
Please send your resume, and cover letter to:
anelise.russo@utoronto.ca

We thank all applicants for their interest in the position(s); however only those applicants selected for further consideration will be contacted.

Contact Information:
Anelise Russo
Acting Community Outreach Officer
(905) 828-3712
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