

Camp U of T Mississauga – Assistant Camp Coordinators

The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas.

Deadline:	February 4, 2024
Number of Positions:	Two (2)
Rate of Pay:	Starting at \$22.00/hour
Position Start Date:	June 3, 2024
Position End Date:	August 30, 2024
Number of Hours per Week:	10-30 hours per week (varies): June 40 hours per week: July - August
Classification:	USW Casual
Summary:	The University of Toronto Mississauga is recruiting Assistant Camp Coordinators. We are looking for an engaging, energetic and creative leader to join the Community Outreach Team. Under the general direction of the Community Outreach Officer, the Assistant Camp Coordinators are responsible for supervising the Lead Camp Instructors and 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:	<p>Duties include:</p> <ul style="list-style-type: none"> • Co-supervises and mentors a team of Lead Camp Instructors • Works with the Camp Coordinator to develop and deliver innovative staff training that supports the professional development of staff and volunteers • Works with the Camp Coordinator to plan and organize off-campus trips • Creates and distributes space and activity schedules to members of the camp team • Maintains camper attendance and follows-up on absences • Evaluates Instructor lessons and provides feedback on performance • Leads daily pre and post-camp staff meetings • Participates in camp programs and acts as a positive role model for the children, youth and staff • Builds a rapport with staff and provides mentorship to instructors on managing camper behavior to ensure safety • Communicates with parents/guardians, colleagues and supervisor regularly by email, telephone and in-person • Resolves customer service concerns within the scope of the role and escalates as necessary • Collaborates with members of the camp leadership team on program and operations to ensure excellent camp delivery. • Works with Lead Camp Instructors and Inclusion Instructors to ensure the inclusion of children with disabilities into the camp program

<p>Qualifications:</p>	<p>Education:</p> <ul style="list-style-type: none"> Two to three years of post secondary education is preferred. Area of study: Education, Kinesiology or Physical Education, Early Childhood Studies, preferred. <p>Experience:</p> <ul style="list-style-type: none"> Minimum of two years experience at a summer day camp showing increasing leadership and initiative, required Staff supervisory experience, preferred <p>Other: The Assistant Camp Coordinator will take the lead on program quality assurance, camp-wide. This position will work consistently with the Lead Camp Instructors on lesson quality and staff development.</p> <ul style="list-style-type: none"> Excellent interpersonal and conflict resolution skills, required Excellent customer service skills, required Strong organizational skills, required Computer skills including MS Excel, Word Ability to work well independently as well as part of a supervisory team Current Standard First Aid and CPR certification (by start date), required High Five – Principles of Healthy Child Development (by start date), required NCCP Certification, an asset Current Standard First Aid and CPR certification (by start date), required High Five – Principles of Healthy Child Development (by start date), required NCCP Certification, an asset <p>Employment conditional upon receipt of a Clear – Criminal Records Search, Vulnerable Sector Screening that is current within 6 months.</p>
<p>Method of Application:</p>	<p>Please send your resume, and cover letter to: anelise.russo@utoronto.ca</p> <p>We thank all applicants for their interest in the position(s); however only those applicants selected for further consideration will be contacted.</p>
<p>Contact Information:</p>	<p>Anelise Russo Acting Community Outreach Officer (905) 828-3712 University of Toronto Mississauga - Recreation, Athletic & Wellness Centre 3359 Mississauga Road Mississauga, ON L5L 1C6</p>