### Camp U of T Mississauga – Assistant Camp Director, Programs & Development

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.

<table>
<thead>
<tr>
<th>Deadline:</th>
<th>January 26, 2020</th>
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<tbody>
<tr>
<td>Interview Availability:</td>
<td>January 31 – February 5, 2020</td>
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<tr>
<td>Number of Positions:</td>
<td>One (1)</td>
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<tr>
<td>Rate of Pay:</td>
<td>Starting at $23.00/hour</td>
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<tr>
<td>Position Start Date:</td>
<td>May 4, 2020</td>
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<tr>
<td>Position End Date:</td>
<td>August 31, 2020</td>
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<tr>
<td>Number of Hours per Week:</td>
<td>~40 hours per week, Monday – Friday</td>
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<tr>
<td>Classification:</td>
<td>USW Casual</td>
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### Summary:

The University of Toronto Mississauga is recruiting an Assistant Camp Director, Programs & Development.  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 Director, Programs is 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:

Duties include:

- Co-supervises and mentors a team of Lead Camp Instructors
- Works with the Director of Camps to develop and deliver innovative staff training that supports the professional development of staff and volunteers
- Works with the Director of Camps to plan and organize programming components of off-campus trips
- Evaluates Camp 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 the Assistant Director, Operations & Logistics on the intersection of programs 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
**Qualifications:**
- Two to three years of post secondary education is preferred.
  - Area of study: Education, Kinesiology or Physical Education, Early Childhood Studies, preferred.

**Experience:**
- Minimum of two years experience at Camp U of T Mississauga showing increasing leadership and initiative, preferred
- Staff supervisory experience, preferred

**Other:**
The Assistant Camp Director, Program Standards 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.
- 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
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- High Five – Principles of Healthy Child Development (by start date), required
- NCCP Certification, an asset

**Employment conditional upon receipt of a Criminal Records Search, Vulnerable Sector Screening**

**Method of Application:**
Please send your resume, and cover letter to: [cameron.walker@utoronto.ca](mailto:cameron.walker@utoronto.ca)
We thank all applicants for their interest in the positions; however only those applicants selected for further consideration will be contacted.

**Contact Information:**
Cameron Walker  
Community Outreach Officer  
(905) 828-3850  
University of Toronto Mississauga - Recreation, Athletic & Wellness Centre  
3359 Mississauga Road, 1114B Davis Building  
Mississauga, ON L5L 1C6