### Camp U of T Mississauga – Director of Camps

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.

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<tr>
<th><strong>Deadline:</strong></th>
<th>January 26, 2020</th>
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<tbody>
<tr>
<td><strong>Interview Availability:</strong></td>
<td>January 31 – February 5, 2020</td>
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<tr>
<td><strong>Number of Positions:</strong></td>
<td>One (1)</td>
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<tr>
<td><strong>Rate of Pay:</strong></td>
<td>Starting at $28.00/hour</td>
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<td><strong>Position Start Date:</strong></td>
<td>April 20, 2020</td>
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<td><strong>Position End Date:</strong></td>
<td>August 31, 2020</td>
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<tr>
<td><strong>Number of Hours per Week:</strong></td>
<td>~40 hours per week, Monday – Friday</td>
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<tr>
<td><strong>Classification:</strong></td>
<td>USW Casual</td>
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**Summary:**
The University of Toronto Mississauga is recruiting a Director of Camps. We are looking for an engaging, energetic and creative leader to join the Community Outreach Team. Reporting to the Community Outreach Officer, the Director 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:**
- Supervises and mentors the camp leadership team consisting of, Assistant Camp Directors, Camp Administrative Coordinator & Lead Camp Instructors
- Develops and delivers innovative staff training that supports the professional development of staff and volunteers
- Works with the Assistant Camp Directors to plan and organize off-campus trips
- Establishes & maintains administrative records in an organized manner from creation to disposal
- Liaises 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
- Reviews accommodation requests and communicates with parents to ensure an accommodation and inclusion plan is in place for campers with disabilities
- Evaluates the camp administrative team of Assistant Camp Directors, Administrative Assistant and Lead Instructors and provides feedback on performance
- 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
- 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.  
  Area of study: Education, Kinesiology or Physical Education, Early Childhood Studies, an asset.

**Experience:**
- A minimum of four years 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:**  
The Director must have knowledge of the Ontario Camps Association standards and be familiar with Camp U of T Mississauga and the Department of Recreation, Athletics & Wellness policies and protocols around casual employment, customer service and risk management.
  - 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 difficult situations with tact  
  - 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

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

**Method of Application:**
Please send your resume, and cover letter to:  
cameron.walker@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:**
Cameron Walker  
Community Outreach Officer  
(905) 828-3850  
University of Toronto Mississauga - Recreation, Athletic & Wellness Centre  
3359 Mississauga Road Room 2091 Davis Building  
Mississauga, ON L5L 1C6