



Job Title

Summer Camp Coordinator

Mandate of GNSC

The Guelph Neighbourhood Support Coalition is dedicated to creating and fostering safe spaces for all members of our communities. We support neighbourhood groups that are inclusive, engaging, responsive and build a sense of belonging. To find out more about the GNSC please visit our website: www.guelphneighbourhoods.org To read our equity statement: <http://guelphneighbourhoods.org/equity-committee/>

Wage

\$18.00 per hour

Length of Contract

This contract will run from April 30th until September 1st, 2018 (720 hours which averages to 40 hours a week)

Working Environment

The GNSC currently has a home base at 42 Carden St. which is a fully accessible space (including an elevator). The successful candidate will have space to work at our office or can choose to work from a remote location, or a combination of the two. During the time when camps are in session the successful candidate will be travelling between sites around the city. This position will have supervision, but the successful candidate should be comfortable working independently.

Purpose of Role

Each summer the GNSC supports 8 Neighbourhood Group summer camps. This role's purpose is to ensure that the camps and summer staff are supported and that they have the skills, resources and capacity to provide a positive and enriching experience to the participants.

Responsibilities

- Oversee camp staff and camp activities at 8 summer day camps
- Participate in the hiring process (between 35-40 staff)
- Make sure all summer camp staff have filled out the proper paperwork and have the needed requirements for their position (vulnerable sectors check, first aid...)
- Coordinate and facilitate summer staff training
- Establish relationships and check-in schedules with each camp's Site Supervisor
- Establish relationships and check-in schedules with neighbourhood camp support staff
- Support program development to ensure that all camps are inclusive for all campers needs
- Support, coach and create a calendar for the one-to-one workers and coordinate their activities

- Troubleshoot and problem solve when problems or situations arise
- Fill in gaps when needed (which will include working hands-on in camps)
- Coordinate an All Camps programming day (where all summer camps gather at one site for a day of programming)

Prioritization

The position is open to all qualified candidates. Our goal is to attract, develop and retain talented employees from diverse backgrounds, allowing the community to benefit from a wide variety of experiences and perspectives. Preference will be given to BIPOC (Black, Indigenous, People of Colour), LGBTQ2+, persons with disabilities, and other diverse backgrounds.

Qualifications

Paid or unpaid experience in the following areas:

- working with youth
- working in summer camps
- Overseeing or supervising staff
- Group training/facilitation
- Event planning and coordination
- Understanding of and commitment to equity and anti-oppression theory
- Excellent written and verbal communication skills
- Basic conflict mediation
- Ability to work independently and make decisions with limited supervision
- Valid Ontario's driver's license and access to a vehicle is required

The GNSC is an employer which values diversity in the workplace. We will accommodate any individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation in order to participate in the hiring process, please contact us to make your needs known in advance.

Personal information collected through the recruitment process will be used solely to determine eligibility for employment. We thank all candidates in advance; however, only those being considered for an interview will be contacted.

Please send your resume and cover letter to: jobs@quelpneighbourhoods.org by March 12th, 2018 @ 5:00 p.m.