

Neighbourhood Camp Site Supervisor

Hours: 35 - 40 hours/week during camp season, part-time flexible in June

Start Date: June 1st, 2018 (with some flexibility)

Wage: \$16/hour

Application Deadline: April 26th, 2018

Summary of the Position:

This is a Guelph Neighbourhood Support Coalition (GNSC) job, working with one of eight summer camp across the city. GNSC is looking for creative and energetic individuals who thrive in a team setting, have some supervision experience, love working with children, and who will help design and deliver summer camps that are safe, educational, inspiring, and responsive to Neighbourhood Group (NG) priorities. The camps are in various neighbourhoods, and run in July and August, with some paid training days in June.

Working Environment:

We work in elementary, public and catholic schools across the city, where there is access to a large play space (usually a gymnasium), and some break out rooms for programs and storage. We like to go outside to neighbourhood parks as much as possible. There are staff positions in Brant Avenue Neighbourhood Group; Grange Hill East Neighbourhood Group; North Riverside Neighbourhood Group; Parkwood Gardens Neighbourhood Group; Rickson Ridge Neighbourhood Group; and Two Rivers Neighbourhood Group.

Key Responsibilities:

- Work to lead a team of staff, volunteers, and community members to implement an inclusive, engaging, safe and exciting summer camp experience for children and youth in the neighbourhood
- Work to support the Neighbourhood Group's priorities, it's volunteers, and it's existing programs and services as relevant to the summer camp
- Mentor and inspire staff and volunteers to build on their existing skills, take on new responsibilities, and work as a team
- Attend all GNSC trainings and act as a role model for staff teams at the trainings
- Delegate responsibility and follow up to ensure tasks are completed in a timely manner
- Develop and submit program plans (prior to summer camp commencing) that are sensitive to the goals and diversity of the neighbourhood group
- Support and evaluate programs and staff in all areas through frequent feedback and formal meetings
- Role model positive child-minding practices for camp staff, LITs and volunteers
- Ensure health and safety of participants, staff, and volunteers
- Interact with program participants and families in a professional and kindly manner
- Enforce summer camp policies and procedures as necessary
- Set-up and tidy up for programs, maintaining the cleanliness of the site, equipment, and supplies
- Submit an end of summer report and appropriate recommendations for the following year

Experience/Skills required:

- Experience working with children, youth, teens and families
- Experience planning and leading children in games, activities, and crafts

- Experience working in the fields of community development, recreation and leisure, education, social services, or the volunteer sector
- Knowledge of the Neighbourhood Groups, their values, and their programming
- Respect of program participants' and community members' confidentiality
- Well-developed organizational skills (tracking hours, making schedules, supporting volunteers)
- Ability to relate to and engage a diverse community of people
- Welcoming and encouraging attitude, good interpersonal skills
- Ability to think creatively and find solutions to challenges
- Must have or be willing to get a Vulnerable Sector Check, and a Family and Children's Services background check
- Must hold or be willing to complete first aid certification and CPR certification

Guelph Neighbourhood Support Coalition Equity Statement:

As an organization we are committed to creating and fostering safe, inclusive spaces for all members of our communities. We hold diversity and equity practices as foundational in our coalition. We strive to make our programs, spaces, and practices equitable and inclusive. We acknowledge that discrimination occurs on individual and systemic levels to further marginalize designated groups. Our organization is open and welcome to individuals and groups regardless of race, sex, gender identity, sexual orientation, ability, age, nationality, place of origin, colour, ethnicity, culture, citizenship, mental health, religion or faith, socio-economic status or marital status. We want to celebrate the notion of difference, which strengthens our individual and collective decision making ability and the richness of our neighbourhoods.

How to apply:

Please submit a cover letter & resume, indicating if you'd prefer to work at a specific camp:

c/o Guelph Neighbourhood Support Coalition

jobs@guelphneighbourhoods.org

42 Carden Street, Guelph, Ontario, N1H 3A2

Accessibility accommodation will be provided in all parts of the hiring process – *Applicants are asked to please make their 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.