

# Leadership Training Coordinator

**Hours:** 35-40 hours/week

**Duration:** 7/8 week Summer contract, July & August, 2018

**Start Date:** June 1st, 2018 (paid trainings and planning time throughout June)

**Wage:** \$15/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, some experience working with youth (11-15 yrs old), 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.

## Responsibilities:

- Work cohesively with other staff, volunteers, and neighbourhood group members to create and implement a safe, educational, developmentally appropriate, fun and innovative Leader in Training program for youth (ages 11-14)
- Be present and engaged during all work hours
- Attend all GNSC trainings to equip staff with the skills to be successful in this position
- Develop and implement weekly training sessions that are sensitive to the diversity of the neighbourhood and focus on preparing youth leaders to care for children in a camp environment (life skills; leadership skills; team building exercises; and camp leading skills)
- Support LITs during placements in camp-leading situations (where they practice running activities and assisting the work of other camp staff)
- Seek feedback from LITs to evaluate each training session and make changes, as needed
- Role model positive child-minding practices for camp staff, LITs and volunteers
- Ensure health and safety of participants and volunteers
- Interact with program participants and families in a professional and kindly manner
- Respect and support 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
- Other duties as assigned

## Qualifications:

- Enrolled in Full time college/university student (in fall 2017)
- Strong interpersonal and effective time-management skills to work effectively with children, youth and adults in a team environment

*Safe, healthy neighbourhoods, where everyone feels at home*

- Commitment to mentorship relationship with youth (at-risk and otherwise)
- Commitment to encouraging the healthy growth, development and success of children and youth of diverse backgrounds and all abilities
- Excellent written and oral communication skills
- Valid First Aid, CPR required by date of hire
- Certification in High Five Principles of Healthy Child Development
- A satisfactory Police Record Check and Family and Children's Services Records Check

**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](mailto: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.