

Summer Camps Coordinator

Length of Contract: May 1st – September 1st, 2019

Hours: 40 hours/week, Mon-Fri, with some weekend and evening work

Wage: \$18.00 per hour

Application Deadline: Wed, April 10th, 2019

Mandate of Guelph Neighbourhood Support Coalition

The Guelph Neighbourhood Support Coalition (GNSC) is dedicated to fostering safe, healthy communities, where everyone feels welcome and included. GNSC supports neighbourhood groups that are inclusive, engaging, responsive and that build a sense of belonging.

Working Environment

The successful candidate will have space to work from the GNSC office ([42 Carden Street, Downtown Guelph](#)) with flexibility to work from a remote location, or a combination of the two. During the camp season the successful candidate will be expected to travel between sites around the city. This position will have supervision and support, but the successful candidate should be comfortable, and have experience working independently.

Purpose of Role

Each summer the GNSC supports 8 Neighbourhood Group summer camps. The Camps Coordinator's purpose is to ensure that each camp and its summer staff team have the appropriate preparations, skills, resources and capacity to provide a positive and enriching experience to all the campers in their neighbourhoods.

Responsibilities

- Coordinate and facilitate summer staff training for between 30-40 camp staff
- Support camp staff hiring processes in May and June as appropriate, and throughout the summer as needed
- Support, resource, and connect camp staff, modelling GNSC's policies and health and safety best practices
- Support and mentor the Site Supervisors at each camp throughout the summer
- Support the design and delivery of engaging and inclusive plans and activities at all 8 GNSC summer day camps across the city as needed
- Coordinate and support all summer camp staff to fill out the proper paperwork and to meet the requirements for their positions (vulnerable sectors check, first aid training, health and safety training, reporting, performance evaluations, etc.)
- 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 camps are fun, educational, inclusive, and responsive to campers needs

- Support, mentor and coach the GNSC one-to-one workers, and coordinate their activities (including scheduling, training, debriefing, and supporting any liaising with camp families and partnership agencies, etc.)
- Troubleshoot, deescalate and problem solve responsively with camp teams as needed
- Fill in staffing, programming, and materials gaps when needed (which could include working hands-on in a leader capacity in camps)
- Support and coordinate an All Camps programming day (where all the summer camps gather at one site for a day of shared programming and our annual summer camp festival)
- Support the work of the GNSC Camp Committee
- Coordinate and support the staff evaluations process
- Support grants reporting and the creation of a summary report at the end of the season

Qualifications

Paid or unpaid experience in the following areas:

- Working with children and youth (programming, support services, etc)
- Working in, and supporting summer camps
- Engaging and supervising staff and volunteers
- Design and delivery of training materials, and group facilitation
- Event planning and coordination
- Using and understanding the principles and values of equity and anti-oppression theory
- Basic conflict mediation
- Basic budgeting and handling of finances

Other qualifications:

- Excellent written and verbal communication skills
- Experience multitasking, and time managing a complicated schedule
- Ability to work independently and make decisions with limited supervision
- Previous work in community development, or the not-for-profit sector is an asset
- Valid Ontario's driver's license and access to a vehicle is required

Prioritization

This 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 and celebrate a wide variety of experiences and perspectives. People from diverse, traditionally underrepresented and marginalized communities are encouraged to apply.

The GNSC is an employer that 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.

How to Apply

Please tell us why you are the right person for this role, and what you hope to bring to it this summer when you send your resume and cover letter **by 5 pm on Wednesday, April 10th, 2019 to: jobs@guelphneighbourhoods.org**

or

c/o

GNSC

42 Carden Street

Guelph, Ontario

N1H 3A2

Thank you to all candidates for your interest, only those being considered for an interview will be contacted. Personal information collected through the recruitment process will be used solely to determine eligibility for employment.