

Neighbourhood Camp Site Supervisor

Hours: 40 hours/week during camp season in July and August; part-time flexible hours in June (paid trainings held on the weekends of June 8/9th; and June 15/16th)

Start Date: Mon, June 3rd, 2019 (with some flexibility)

Wage: \$16 per hour

Application Deadline: Wed, April 17th, 2019

Summary of the Position:

The Neighbourhood Groups host eight summer camps at different locations across the city of Guelph. The Guelph Neighbourhood Support Coalition (GNSC) is looking for creative and energetic individuals who have a passion for day camps, want to further their experience working with children, thrive in a team setting, and have some planning and supervision experience. In this role you will take the lead to design and deliver summer camps that are safe, educational, inspiring, and responsive to Neighbourhood Group (NG) priorities. This position includes part-time work in June (paid training and planning time), and full-time work in the day camps, Mon-Fri for 6-8 weeks in July and August.

Working Environment:

We work in 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 aim to go outside to neighbourhood parks and sites as much as possible. We are hiring for Site Supervisors in five neighbourhoods: Brant Avenue Neighbourhood Group; Grange Hill East Neighbourhood Group; Parkwood Gardens Neighbourhood Group; Rickson Ridge Neighbourhood Group; and Two Rivers Neighbourhood Group.

Key Responsibilities:

- Work to lead and mentor a camp staff team (with some support from volunteers and community members) to implement an inclusive, safe and exciting summer camp experience for children and youth
- Work to support the Neighbourhood Group's priorities, it's volunteers, and it's existing programs and services as relevant to the summer camp
- Develop and submit program plans (prior to summer camp commencing) that are sensitive to the goals and diversity of the Neighbourhood Group, and to the inclusion of all campers
- Support and evaluate programs and camp staff through frequent feedback and formal meetings
- 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
- 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 respectful manner
- Understand and uphold summer camp policies and procedures as necessary
- Lead the set-up and tidy-up for programs, maintaining the camp's site, equipment, and supplies
- Submit an end of summer report and appropriate recommendations for the following year

Qualifications:

- Experience working with children, youth, teens and families
- Experience planning and leading children in group work, games, activities, and crafts
- Experience as a team lead, supervisor, or manager
- 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 and conflict
- 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

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 submit a cover letter & resume, indicating if you'd prefer to work at a specific camp:
c/o Guelph Neighbourhood Support Coalition (GNSC)

jobs@guelphneighbourhoods.org

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.