

GNSC Summer Camps Coordinator

Length of Contract: June - August (some paid hours in May are possible)

Hours: 40 hours/week (some evening and weekend work)

Wage \$23 per hour

Application Deadline: Friday, April 18th, 2025

About the 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.

Summary of the position:

Each summer, the GNSC supports Neighbourhood Group (NG) summer camps across the city. The responsibility of this role is to ensure that each camp and their summer staff team have the appropriate preparations, skills, resources, and capacity to provide a positive and enriching experience to all camp participants. The person in this role will help NG camps prepare for the summer (staff hiring and training, resourcing as needed, liaising with and among Neighbourhood Groups), and will also offer ongoing support as needed throughout the camp season (July-August).

Working Environment:

The successful candidate will have space to work from the GNSC office (42 Carden Street, Downtown Guelph) with the flexibility to work from a remote location or a combination of the two. During the camp season, the successful candidate will be expected to work on-site at the camps, which will necessitate 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.

Responsibilities:

- Support summer staff hiring processes as needed
- Support the coordination and facilitation of summer staff training (staff training week is set for Jun 30th - July 4th, 2025)
- Support and resource camp staff, 6 summer day camps across the city
- Coordinate and support summer staff to fill out the proper paperwork for employment, for any granting opportunities that might apply, and to have the needed requirements for their

position (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
- Support program development to ensure that camps are fun, educational, inclusive, and responsive to campers' needs.
- Troubleshoot and problem-solve when challenges or situations arise
- Help create and manage a substitute staff list to cover illness and absence (including tracking hours and placement of substitute staff)
- Work hands-on in camps when needed
- Help with any materials/supplies/activity gaps when needed
- Support the work of the GNSC's Camp Committee
- Some other duties as they arise

Qualifications:

Paid or unpaid experience in the following areas:

- Working with children and youth
- Working in and supporting summer camps
- Overseeing or supervising staff and volunteers
- Group training/facilitation
- Event planning and coordination
- Understanding the principles, practices, and values of equity and anti-oppression
- Basic conflict mediation
- Basic budgeting and handling of finances

Other qualifications:

- Excellent written and verbal communication skills
- Experience multitasking and managing a complex, dynamic 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 driver's license and access to a vehicle is an asset

How to apply:

Please send your application to: gnsjobs@guelphneighbourhoods.org.

In addition to your resume, please send a cover letter answering these questions:

- Why do you want to work supporting neighbourhood day camps in Guelph this summer?
- What experiences do you bring to the role?
- Are you available to work full-time for the 2025 season? (May-end of August, 2025)

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 a wide variety of experiences and perspectives. People from traditionally underrepresented and diverse 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.

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 employment eligibility.