

# Neighbourhood Camp Site Supervisor

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

**Duration of contract:** 7 full-time weeks in July & August, with some paid time in June

**Start Date:** June 2025 (with some flexibility)

**Wage:** \$21 per hour

**Application Deadline:** Friday, May 2nd, 2025

## **Background:**

Neighbourhood Groups (NGs) host summer day camps at different locations across the city of Guelph. The Guelph Neighbourhood Support Coalition ([GNSC](#)) is hiring to fill the staff teams that help design and deliver these camps. Camps generally operate Mon-Fri (8:00 am - 4:00 pm) each week in July and August, with minor variability at each of the sites. GNSC seeks creative and energetic individuals who want to work immersively with children, contribute to a positive and caring team environment, and gain further experience programming and supervising recreational community activities.

## **Summary of the Position:**

In this role, you will take the lead in designing and delivering neighbourhood summer camps that are safe, educational, inspiring, and responsive to Neighbourhood Group (NG) priorities. The Site Supervisor has responsibility for the overall camp and the positive experiences of the campers, staff, and volunteers. This position includes part-time work in June (paid planning time), and full-time work for 7 weeks in July and August, which includes one week of paid staff training.

## **Working Environment:**

We work in public and catholic schools across the city, where there is access to a large play space (usually a gymnasium or classroom), and some breakout rooms for activities, and for temporary storage of materials that support camps to operate. There will be site-specific access to washrooms, a fridge, and camp materials and equipment. The camps aim to go outside to neighbourhood parks and other sites as much as possible, so this position will require weather-dependent planning, attire, and preparedness.

We are hiring **Site Supervisors** in six neighbourhoods:

- Brant Avenue Neighbourhood Group - Brant Ave Public School (64 Brant Ave.)
- Grange Hill East Neighbourhood Group - Ken Danby P.S. (525 Grange Rd)
- North Riverside Neighbourhood Group - Waverley Drive P.S. (140 Waverley Dr.)
- Parkwood Gardens Neighbourhood Group - Gateway Drive P.S. (33 Gateway Dr.)
- Rickson Ridge Neighbourhood Group - Westminster Woods P.S. (140 Goodwin Dr.)
- Two Rivers Neighbourhood Group - Sacred Heart C.S. (125 Huron St.)

### **Sensory and Physical Elements:**

- Ability to lift up to 50 lbs. (camp and activity supplies)
- Ability to spend extended periods of time outdoors in various weather conditions
- Extended periods of standing, sitting or walking
- Must be able to monitor campers to ensure safety
- Ability to understand and respond to campers' needs with patience

### **Responsibilities:**

- Work cohesively with other staff, volunteers, and neighbourhood group members to ensure a safe, efficient, respectful and supportive working environment for all people
- Lead the camp's general planning duties for with some assistance and steering from the Neighbourhood Support Worker (Support with registration, volunteers, communication among camp families and the Neighbourhood Group, some communication platforms, camp site preparation, scheduling for staff and volunteers, maintaining good paper and digital records, site specific staff training)
- Lead the planning of 6 weeks' worth of engaging camp programs, laid out in a Mon-Fri schedule that staff and volunteers and camp families will be able to reference (scheduling games, songs, crafts, outdoor play, guest visits, adventures, etc.)
- Lead the preparation and maintenance of the program site(s) on a daily basis, prioritizing cleanliness, safety, engagement and camper fun
- Supervise and support camp staff to care for and engage campers in a day camp setting (numbers of campers vary from site to site, and week to week)
- Lead and/or support communication directly with the Neighbourhood Group, and with camp families as needed (calls home, email updates, verbal updates at drop off and pick up times)
- Maintain and support an inclusive, safe, and fun environment for kids
- Attend all GNSC trainings to equip staff with the skills to be successful in this position
- Other duties may be assigned as needed

### **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
- Knowledge of the Neighbourhood Groups, their values, and their programming
- Strong 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 (18 yrs and older)
- Must hold or be willing to complete Emergency First Aid 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.

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:**

1. Please follow [this link to a Google Form](#) that will ask 9 questions about your contact info and why you want to work in camps, which will help GNSC assess your application.
2. If you have any challenges with the Form, please send your resume and cover letter in an email explaining which camp and which role you are applying to:  
[gnsjobs@guelphneighbourhoods.org](mailto:gnsjobs@guelphneighbourhoods.org)
3. Resumes and cover letters can also be left in person at:
  - 42 Carden Street, Guelph, Ontario, N1H 3A2
  - c/o Guelph Neighbourhood Support Coalition (GNSC)

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, and never shared with outside parties.

**Apply for Camp Jobs** [at this link](#)