



GEORGINA

Career Opportunity

Town of Georgina Human Resources
careers@georgina.ca



Camp Supervisor

(Job ID#2018.180SS)

Department: Recreation & Culture

Division: Recreation Services

Location: Varies

Status: Sessional June 3, 2019- August 30, 2019

Number of Positions: 8-15

Salary Range: \$16.40 - \$18.40/hr.

Date Posted: December 4, 2018

Date Closing: January 31, 2019

Come work with us!

Employment with the Town of Georgina offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

Position Purpose:

Responsible for planning, co-ordinating, directing and supervising a safe, enjoyable, quality camp program for all campers and volunteers.

Minimum Qualifications:

High School Graduate or equivalent; Minimum of two years related experience in a camp or childcare environment; Previous supervising experience; Ability to take direction well and work co-operatively with all levels of staff; Ability to perform duties with minimal supervision; Must possess a current Standard First Aid and C.P.R. "C" Certificate prior to commencement of camp; Must be able to provide own transportation to and from camp location; Must provide a Police Vulnerable Sector Check to verify suitability for employment; High Five PHCD, training or equivalent is an asset.

How to apply:

Please forward your cover letter and resume in confidence by **January 31, 2019**, identifying the job title and **ID#2018.180SS** in the subject line to careers@georgina.ca or in person or by mail to Human Resources, Town of Georgina, 26557 Civic Centre Road, Keswick, ON L4P 3G1

Committed to diversity and a barrier-free environment:

The Town of Georgina is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. We respect, encourage, and celebrate diversity. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Office to ensure your accessibility needs are accommodated throughout this process. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.

We thank all candidates for their interest, however, only those being considered will be contacted.

JOB DESCRIPTION

JOB TITLE: Camp Supervisor

DEPARTMENT: Recreation and Culture

DIVISION: Programs

Date prepared: February 11, 2010

Date revised: May 30, 2012

JOB SUMMARY:

Responsible for planning, co-ordinating, directing and supervising a safe, enjoyable, quality camp program for all campers and volunteers.

SUPERVISION RECEIVED:

Recreation Programmer

DIRECTION EXERCISED:

Camp Counsellors

Inclusion Counsellors

WORKING PROCEDURES:

Plans and facilitates a staff training session for all camp staff in co-operation with other Supervisors and the Program Assistant;

Creates daily operating schedules for the camp;

Creates weekly newsletters for their camp;

Directs the day-to-day "on site" operation of the camp, ensuring the safety of all staff and campers in a positive and enjoyable environment, adhering to the Camp's Code of Conduct;

Ensures that all campers with special needs are properly integrated into the camp setting;

Responsible for the ongoing daily inventory, ensures effective set-up and take down of any equipment or supplies used;

Supervises the Camp Counsellors to ensure all staff abide by camp and Department Policies and Procedures and other applicable legislation;

Responsible for ensuring that proper transportation procedures are adhered to at all times, with an emphasis on maintaining control and camper safety;

Responsible for the integration of Assistant Counsellors (volunteers) in order to enhance the day to day functions of the camp;

Ensures that Accident/Incident procedures are strictly adhered to at all times;

Responsible for completing required evaluation reports of camp operations and Camp Counsellors under their direction;

Maintain ongoing communication with parents, guardians and responds to inquiries from community members;

The above statements reflect the general details considered necessary to describe the principal functions and duties of the position and will not be construed as a detailed description of the work requirements that may be inherent in the job.

SKILLS/KNOWLEDGE REQUIREMENTS

High School Graduate or equivalent;

Minimum of two years related experience in a camp or childcare environment;

Previous supervising experience;

Ability to take direction well and work co-operatively with all levels of staff;

Ability to perform duties with minimal supervision;

Must possess a current Standard First Aid and C.P.R. "C" Certificate prior to commencement of camp;

Must be able to provide own transportation to and from camp location;

Must provide a Police Vulnerable Sector Check to verify suitability for employment;

High Five PHCD, training or equivalent is an asset.