



Syme Woolner Neighbourhood and Family Centre

SUMMER CAMP GROUP LEADERS

REPORTS TO: Program Coordinator
CATEGORY: Part-time, 30 hrs per week for 8 weeks
SALARY RANGE: (discuss with Coordinator)
LOCATION: 69 Pritchard Ave Toronto Ontario

PRIMARY RESPONSIBILITY

To promote and fulfill the mission of Syme Woolner Neighbourhood & Family Centre.

JOB SUMMARY

To create and deliver quality camp programs and services for children ages 6-12 years in a welcoming, stimulating, and safe environment.

SPECIFIC RESPONSIBILITIES

- Help to plan and implement daily camp programming, activities special events and trips.
- Provide feedback and recommendations for program.
- Ensure that the program location, equipment and supplies meet health and safety standards.
- Assist in programming inventory and supply order form/lists.
- Communicate and work co-operatively with volunteers, and program staff.
- Perform administration tasks necessary to support the program.
- Take appropriate action to deal with incidents, and emergencies as outlined in policies and procedures and personnel policy package.
- Perform all related duties as assigned by the supervisor.

MINIMUM QUALIFICATIONS

- Must be between 15-25 years of age Minimum 1 year experience working 2 volunteering with children age group 6-12 in a social/recreation environment.
- Not hold another full-time (30 or more hours) summer job during their placement.
- Minimum 1 year experience working in a supervisory position or Minimum 2 year Volunteer experience in a camp environment or youth drop-in environment.
- Knowledge of planning, implementation daily programming (related craft or creative arts activity) and events.
- Experience working in a multicultural community, demonstrate good child management & communication skills.
- Strong leadership, supervisory skills, general admin & time management skills.
- Have been registered as a full-time student in the previous academic year, and intend to return to school on a full-time basis in the next academic year.
- Students in a secondary, post-secondary, vocational or technical program.

- Canadian citizens, permanent residents or persons on whom refugee protection has been conferred under the Immigration and Refugee Protection Act.
- Legally entitled to work according to relevant provincial legislation and regulations.
- First Aid Certificate (Must have before first day of program).