



APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

416-461-8143 www.applegrovecc.ca

JOB POSTING

Applegrove Summer Day Camp

Summer Job Opportunity – Camp Coordinator

POSITION SUMMARY

The Camp Coordinator will be responsible for assisting the Child and Youth Coordinator in planning, coordinating, implementing and evaluating a day camp for children and youth ages 6 to 15 and support camp staff.

MAJOR RESPONSIBILITIES

Working as part of a team, to:

- Plan, implement, participate in and evaluate appropriate daily activities, trips and workshops for children, involving camp staff, campers and parents where possible
- Ensure the safety of participants and staff at all times
- Ensure that participant behaviour issues are dealt with sensitively and effectively, and that behaviour management methods used by all camp staff are appropriate according to agency policies & guidelines
- Assist the Child and Youth Worker in planning and implementing training, coordinate and provide direction to camp staff, provide feedback to inform evaluation of camp staff
- Act as a role model to camp staff and volunteers
- Assist Applegrove staff with the program evaluation process
- In consultation with the Child and Youth Coordinator, provide information, referral, advice, support and advocacy for children, parents and other staff as needed
- Communicate and coordinate with other on-site programs, as appropriate
- Coordinate and supervise the cooking and snack programs
- In consultation with other camp staff, organize the purchase of materials and supplies

KNOWLEDGE, SKILLS AND EXPERIENCE

- Substantial experience working in programs for school-age children
- Some post-secondary education in social sciences or community services or equivalent work experience
- Background must include program planning, implementation and evaluation; directing and mentoring junior staff, conflict management, and experience working in a diverse community
- Knowledge of Microsoft Office
- Current first aid & CPR certification is an asset
- Knowledge of the Queen/Greenwood community and experience with Applegrove programs

TERMS OF EMPLOYMENT

Hours per Week: 40 hours per week, June 10 to August 23, 2024
Hours of Work: Monday to Friday between 8 am and 6 pm (days and times to be confirmed)
Hourly Rate: \$18.57
Reports To: Program Director

Other Requirements:

- As “Summer Program Staff”, these positions are excluded from CUPE Local 2998
- Position is conditional on successful funding
- Vulnerable Sector Screening (cost to be covered by Applegrove)

APPLICATION INSTRUCTIONS

Provide your cover letter and resume by email or mail by midnight on Friday, March 15 to:

May Seto, Program Director
Applegrove Community Complex
60 Woodfield Road, Toronto, Ontario, M4L 2W6
Email: mseto@applegrovecc.ca

For email submissions please use the subject line “Camp Coordinator” and provide your cover letter and resume as one PDF document.

Applegrove is an equal opportunity employer and encourages applications from diverse candidates.

In accordance with Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and the City of Toronto’s Accommodation Policy, accommodation will be provided in all parts of the hiring process. Applicants are asked to make their needs known in advance.