



# APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

416-461-8143 [www.applegrovecc.ca](http://www.applegrovecc.ca)

## JOB POSTING

### Applegrove Summer Day Camp

Summer Job Opportunity – Senior Day Camp Counsellors (4 positions)

#### POSITION SUMMARY

Senior Counsellors will be responsible for taking the lead on planning, implementing and supervising small group activities, special events, field trips for children age 6 – 12 years.

#### MAJOR RESPONSIBILITIES

Working as part of a team, to:

- To plan and lead a Summer Camp Program that includes recreational and life skills, trips and workshops appropriate for the age, skill level and interests of participants
- Provide direction to and provide feedback to inform evaluation of junior counsellors and volunteers
- Ensure the safety of participants at all times
- Act as a role model and provide mentorship to junior camp staff and volunteers
- Prepare, maintain and submit reports and statistics in an organized and timely fashion
- Deal sensitively and effectively with participant behaviours
- Communicate and coordinate with other on-site programs, as appropriate.
- Keep Camp Coordinator and Child and Youth Worker informed on participant progress, issues and concerns

#### KNOWLEDGE, SKILLS AND EXPERIENCE

- Must have substantial experience working directly with children aged 6 to 12 years
- Must be able to plan, implement and supervise activities such as cooking, crafts, co-operative games and drama designed to meet the skills and behavioural needs of participants
- Experience with program planning, implementation and evaluation
- Assets include:
  - Current First-Aid and CPR Certification
  - Knowledge of Microsoft Office
  - Knowledge of Queen/Greenwood community and experience with Applegrove programs
- 2 positions are for youth ages 16 to 30 years

#### TERMS OF EMPLOYMENT

Hours per Week: 40 hours per week, June 17 to August 23, 2024

Hours of Work: Monday to Friday between 8 am and 6 pm (days and times to be confirmed)

Hourly Rate: \$17.50

Reports To: Program Director

Charitable Number: 10671 8943 RR0001

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 “Senior Counsellor” 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.*