



DOORSTEPS

NEIGHBOURHOOD SERVICES



COMMUNITY DEVELOPMENT PROGRAMS & SERVICES IN 3 NORTHWEST TORONTO NEIGHBOURHOOD - CHALKFARM, DAYSTROM & FALSTAFF

Job Posting for Students Summer Camp Program Supervisor Position (4)

Doorsteps Neighbourhood Services is a community development organization focusing on community education, prevention and enhancing resiliency of individuals and communities. Our Mission is to provide accessible resources to the communities we serve through innovative programming and effective partnerships.

Major Responsibilities:

A summer camp Program Supervisor is responsible to take care of a group of 15 to 60 campers (6 to 14 years old) and Leaders in training (LIT) on a daily basis and ensure their safety, manage their behavior and act as a role model and mentor.

- Supervise staff, LITs and campers, and ensure their safety and well being
- Plan and lead recreational, social, and educational activities for campers and LITs
- Prepare supplies for daily activities
- Follow and implement camp objectives, rules, policies and guidelines
- Be punctual and organized at all times
- Use group management skills to engage all children in daily activities
- Plan activities that give children the opportunity to express themselves creatively
- Prepare permission slips for outings, book outings and special events/guests for a day camp
- Attend planning meetings and training (First Aid and CPR, Resiliency) prior to camp
- Work 30-35 hours per week for 7 weeks (hours will depend on program but could be any time between 08:30 AM and 5:00pm)
- Actively participate in all physical activities/ games designed for campers
- Problem solve through situations and seek assistance from management when necessary
- Maintain weekly activity reports and submit to management staff
- Monitor staff and communicate regularly with management to evaluate progress of camp program
- Maintain a fun and exciting environment that promotes healthy child development
- Properly maintains a clean work environment
- Able to swim an asset
- Other duties as assigned by Doorsteps Neighbourhood Services



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Eligibility Criteria (Applicable to Canada Summer Job Funding) – Applicants MUST:

- Must be between the ages of 15 and 30 years old
- Must have been a full time student during the 2015-16 school year and be returning as a full time student
- Minimum of 1 or more years previous experience in supervising and program planning of summer camp and working with children aged 6-14
- Must have a previous experience in instruction and programming for children in at least three of the following areas: music (vocal and instrumental) , drama and visual art, sports and cooperative games, computers (educational programs and introduction to the internet), arts and crafts, baking and cooking, environmental awareness
- Must be comfortable working in a community setting
- Must be able to work flexible hours
- Must have a positive attitude, be energetic, and enjoy outdoor and sport activities
- Must have strong work ethic
- Be a Canadian citizen, permanent residents or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act.

Submit your resume and cover letter via email to sail@doorsteps.ca or Info@doorsteps.ca with “**Summer Camp program Supervisor Position**” in subject line.

**POSITIONS SUBJECT TO CANADA SUMMER JOBS FUNDING
ONLY THOSE SELECTED FOR INTERVIEWS WILL BE CONTACTED**