



Malvern Family Resource Centre
90 Littles Road, Scarborough, ON M1B 5E2
☎(416) 284-4184 ★ Fax 416-293-1997
Website: www.mfrc.org ★ Email: mail@mfrc.org

Summer Camp Counselor
JOB POSTING

Summary:

To manage the planning, implementation and coordination of all summer camp activities, trips and events for children ages 6-12.

Responsibilities:

- Plan, prepare and coordinate designated Summer Camp activities, events and trips
- Responsible for implementing a calendar of weekly themes with other staff and maintaining records of programs developed for those themes
- Work cooperatively with other members of the Summer Camp team in the planning and delivery of activities, events and trips
- Responsible for creating an information newsletter of activities, events and outside trips for children and parents
- Assist with preparation of snacks and kitchen clean up
- Introduce youth to recreation-based opportunities
- Ensure all materials required for camps are ready and organized
- Supervising children and ensuring their safety while on trips and during other activities
- Ensure health and safety guidelines are always followed
- Maintain proper care of equipment, space and facility, including washrooms
- Ensure all relevant documentation/records are being maintained, submitted and kept in a secured location (ie. safe arrival and departure records, trip lists, attendance and incident reports)
- Initiate and maintain regular contact with parents/guardians
- Follow child abuse reporting protocols
- Other duties as required

Necessary Skills/Qualifications:

- Experience working/volunteering with culturally diverse children and parents
- Experience with planning and delivery of children's activities
- Behavior Management and other related trainings such as High Five are an asset
- Ability to motivate participants and keep them engaged throughout the camp
- Excellent interpersonal skills, conflict resolution skills and behavior management skills
- Ability to comply with policies regarding confidentiality, privacy and record keeping
- Ability to work independently and as part of a team
- First Aid/CPR training or a willingness to obtain prior to employment
- Police reference check is required

Hours & Rate of Pay:

This position is 8 weeks beginning on July 3rd, 2018 and ending on August 24th, 2018 at minimum wage for 30 hours per week. Candidates for these position must be between the ages of 15-30 at the start of their employment. Candidates must be registered as full-time students in the previous academic year and intending to return to school on a full-time basis in the coming academic year. Candidates must also be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred and must be legally entitled to work in Canada in accordance with provincial regulations. Candidates must also be able to commit to full contract duration. Candidates should also be available for possible training dates during the week of June 25th, 2018.

Accountability:

Position will report to the Site Supervisor & Middle Years Program Coordinators

Closing Date: Friday, May 11th, 2018 at 5:00pm - Please send resume and cover letter as one document with your name appearing 'First Name Last Name – Summer Camp Counselor (CSJ)' as the attached file name. Please note that applications will be reviewed and may be contacted on a rolling basis before the closing date. No phone calls please! Please submit your candidacy to: Fax: (416) 293-1997 or E-mail: anusha@mfrc.org

Malvern Family Resource Centre is an equal opportunities employer. All applicants are thanked in advance for their interest, however, only those selected for an interview will be contacted. If you are contacted by MFRC regarding a job



United Way
Toronto & York Region

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opportunity and need accommodation through the hiring process, please contact us at aoda@mfrfc.org (This address is for accommodation inquiries ONLY. Resumes sent to this address will not be considered.)



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