



Job Notice

Part-Time Employment

Recreation Services

We thank all those who apply. Only those selected for an interview will be contacted.

Job Title:	Camp Assistant Director	File #:	2018-39
Posting Date:	December 03, 2018	Location:	City Wide
Closing Date:	January 14, 2019	Business Unit:	Camps
Start Rate/Hour:	\$15.50		

Responsibilities:

1. Ensure the implementation of a safe, enjoyable and diversified camp.
2. Create an environment that will support individual participant's needs, allowing them to develop skills, self-esteem and wellness alongside their peers.
3. Provide clerical, programming and staff management support.
4. Maintain a unified staff team through active direction, supervision and evaluation.
5. Maintain detailed participant tracking documentation and site inspections.
6. Maintain supply and equipment inventory to effectively operate a quality camp.
7. Maintain ongoing and effective communication with parents, the public, and City staff.
8. Model a professional attitude that includes being punctual, constantly attentive and engaged.
9. Supervise program development and ensure activity binders are kept up to date.
10. Facilitate regular site checks to ensure safety, and engagement of all campers.
11. When required, lead or assist with the teaching of activities.
12. Attend all camp related meetings, as required, both prior to and during camp.
13. Foster in all campers the 5 Principles of Healthy Child Development as outlined by High Five: Quality at Play.
14. Carry out any other duties as requested by the Camp Coordinator, Camp Director and Full Time Staff.

Qualifications and Requirements:

1. Previous supervisory experience, preferably in a day camp setting.
2. Standard First Aid /CPR-C certification.
3. Valid Police Vulnerable Sector Check.
4. High Five, Principles of Healthy Child Development certification.
5. Valid driver's license and access to a reliable vehicle preferred.
6. Safe Management certification an asset.
7. Full Attendance at Pre-Camp Training.

Persons interested in the above and/or subsequent vacancies are asked to submit an application and résumé to Recreation Services:

- 1) Drop off at any community centre, "Attention: Recreation Services Supervisor"; or
- 2) Email to SeasonalRecJobs@Vaughan.ca; or
- 3) Fax to 905-832-8550.

Application forms and instructions are available online at www.vaughan.ca/RecJobs.

The City of Vaughan is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The City of Vaughan is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.

Applicant information is collected under the authority of the Municipal Act, 2001 (S.O. 2001,c.25) and will be used to determine qualifications for employment with The Corporation of the City of Vaughan. Questions about this collection should be directed to Recreation Services, 2141 Major Mackenzie Drive, Vaughan, Ontario L6A 1T1, 905-832-8500.