



VAUGHAN  
**Summer  
 camps**



# 2019 Employment Guide



 **VAUGHAN**

[vaughan.ca/RecJobs](http://vaughan.ca/RecJobs)



# Message from the Mayor

---

The City of Vaughan is committed to providing fun and interesting opportunities for residents of all ages to learn and grow. For youth and young adults interested in meaningful employment opportunities, I encourage you to take a look here in your city.

Working at a summer camp can be a rewarding experience. In addition to making life-long friends and learning important skills such as leadership, communication and teamwork, you will also play a key role in mentoring and inspiring children as they make new discoveries about themselves and the world around them.

With more than 60 different camps available including sports, culinary and performing arts, outdoor adventure and science and technology, there are a wealth of enriching opportunities to share your knowledge while creating lasting memories for yourself and the participants.

Thank you for your interest in working with the City of Vaughan. Please use this brochure to help guide you through the application process.



**Hon. Maurizio Bevilacqua, P.C.**  
**Mayor**  
**Active Living Champion**

<b>Summer Camp Employment</b> .....	4
<b>Summer Camp Positions</b> .....	4
<b>Specialist Positions</b> .....	4
<b>General Staff Positions</b> .....	5
<b>Senior Staff Positions</b> .....	5
<b>Application &amp; Hiring Procedures</b> .....	6
<b>How to Apply</b> .....	6
<b>Application Deadlines for Summer Camp Positions</b> .....	6
<b>Application Scoring and Granting of Interviews</b> .....	6
<b>Eligibility &amp; Qualifications</b> .....	7
<b>HIGH FIVE – Principles of Healthy Child Development</b> .....	7
<i>2019 HIGH FIVE (PHCD) Certification Course Schedule</i> .....	7
<b>Safe Management – Integration Counsellors</b> .....	8
<i>Safe Management Course Schedule</i> .....	8
<b>Standard First Aid (SFA) &amp; CPR-C</b> .....	8
<i>2019 Standard First Aid (SFA) &amp; CPR-C Course Schedule</i> .....	8
<i>2019 Standard First Aid (SFA) &amp; CPR-C Recertification Schedule</i> .....	8
<b>Registration Methods for SFA &amp; High Five Courses</b> .....	9
<b>Police Vulnerable Sector Check</b> .....	9
<i>Applicants Residing in York Region</i> .....	9
<i>Applicants Residing in Toronto</i> .....	10
<b>Volunteer Opportunities</b> .....	10
<b>Camp Locations</b> .....	11
<b>Contact Information</b> .....	12

## Application Deadlines for Summer Camp Positions

Senior Staff Application Deadline: **Monday, January 14, 2019**  
 General Staff Application Deadline: **Monday, February 11, 2019**

# Join our summer camp team today... Where work meets play!

Working as a camp counsellor, coach, specialist or camp director enables you to develop skills future employers want. You will learn to be an effective leader, work as part of a winning team and provide campers with endless opportunities for social and personal growth.

A seasonal part-time position with the City of Vaughan can be a great way to build skills for future careers, meet people and earn money. Employees will:

- Develop future career skills such as problem solving, customer service, leadership and working with diverse clientele;
- Learn to deal with emergencies and challenges, and adapt to day-to-day changes;
- Spend time as part of a motivated team developed to support, share and succeed; and,
- Plan programs which instruct and engage young minds, while discovering the value of providing children and youth with an awesome summer experience.

## Summer Camp Positions

### Specialist Positions

#### Camp Specialist

**Salary:** \$14.75/hour *Under review*

**Employment:** Up to 11 weeks

**Basic Requirements:** Knowledge, education, and instructional experience.

*Note: May require specific knowledge in a camp specialty area.*

#### Gymnastics Camp Specialist

**Salary:** \$14.75/hour *Under review*

**Employment:** Up to 11 weeks

**Basic Requirements:** Gymnastics Technical Certification Level 1.

#### Behaviour Management Specialist

**Salary:** \$15/hour *Under review*

**Employment:** Up to 10 weeks

**Basic Requirements:** Minimum 2 years experience in behaviour management. Possess a valid drivers license and access to a vehicle.

#### Camp Cooking Specialist

**Salary:** \$14.75/hour *Under review*

**Employment:** Up to 11 weeks

**Basic Requirements:** Knowledge, education, and instructional experience in the culinary arts.

**Note:** All pay rates are under review.

### General Staff Positions

#### Camp Counsellor

**Salary:** \$14/hour *Under review*  
**Employment:** Up to 10 weeks

**Basic Requirements:** Interest in working with children. A high level of enthusiasm and creativity is necessary.

*Note: May require specific knowledge in a camp specialty area.*

#### Integration Camp Counsellor

**Salary:** \$14/hour *Under review*  
**Employment:** Up to 10 weeks

**Basic Requirements:** Experience working with individuals with disabilities.

### Senior Staff Positions

#### Camp Coordinator

**Salary:** \$17.75/hour *Under review*  
**Employment:** Up to 16 weeks

**Basic Requirements:** 3+ years of previous supervisory and day camp experience. Possess a valid driver's licence and have access to a reliable vehicle.

#### Camp Director

**Salary:** \$17/hour *Under review*  
**Employment:** Up to 13 weeks

**Basic Requirements:** Previous supervisory and day camp experience. Possess a valid driver's licence and have access to a reliable vehicle.

#### Assistant Camp Director

**Salary:** \$15.50/hour *Under review*  
**Employment:** Up to 12 weeks

**Basic Requirements:** Previous supervisory and day camp experience. Possess a valid driver's licence and have access to a reliable vehicle.

#### Integration Camp Director

**Salary:** \$17/hour *Under review*  
**Employment:** Up to 14 weeks

**Basic Requirements:** Previous supervisory and day camp experience, with emphasis on the integration of participants with disabilities and behaviour management. Possess a valid driver's licence and have access to a reliable vehicle.

#### Assistant Integration Camp Director

**Salary:** \$15.50/hour *Under review*  
**Employment:** Up to 12 weeks

**Basic Requirements:** Excellent planning, organization, time management, and customer service skills. Proven background in delivery of integration support services.

#### Busing Coordinator

**Salary:** \$17.75/hour *Under review*  
**Employment:** Up to 16 weeks

**Basic Requirements:** 3+ years of experience in a camp setting. Possess a valid drivers licence and access to a vehicle.

#### Busing Director

**Salary:** \$17/hour *Under review*  
**Employment:** Up to 13 weeks

**Basic Requirements:** Previous supervisory and day camp experience. Possess a valid driver's licence and have access to reliable vehicle.

#### Integration Camp Coordinator

**Salary:** \$17.75/hour *Under review*  
**Employment:** Up to 17 weeks

**Basic Requirements:** 3+ years of supervisory and integration day camp experience. Excellent planning, organizational, time management, and proven background in delivery of integration support services. Possess a valid driver's license and have access to a reliable vehicle.

**Note:** All pay rates are under review.

### How to Apply

1. **Review** the information contained within this **Employment Guide**, and select a position matching your skills, interests, experience, and geographic accessibility.
2. **Complete** the Recreation Services **Summer Camp Employment Application** available at [vaughan.ca/RecJobs](http://vaughan.ca/RecJobs). All application forms must signed in ink, and dated.
3. **Prepare your resume** – a short, point form document describing yourself through your work experience, education and skills.
4. **Submit** the application and resume to Recreation Services via one of the following methods only:
  - **Drop off** at any community centre,  
"Attention: Recreation Supervisor: Community Centres"
  - **Email** scanned application and resume to [SeasonalRecJobs@vaughan.ca](mailto:SeasonalRecJobs@vaughan.ca), include "2019 Camp Employment" in the subject line
5. **Prepare** to register for the Standard First Aid& CPR-C, HIGH FIVE – Principles of Healthy Child Development (PHCD) and Safe Management (where applicable) courses, and submit a Police Vulnerable Sector Check form through your local police department.

### Application Deadlines for Summer Camp Positions

Senior Staff Application Deadline: **Monday, January 14, 2019**  
General Staff Application Deadline: **Monday, February 11, 2019**

Only those selected for an interview will be contacted. Interviews will take place January through to mid-March. Applications received after the posted deadlines will be reviewed on an as needed basis.

### Application Scoring & Granting of Interviews

All applications are scored using a standard rubric. Interviews are granted to those individuals who best meet the specified criteria for each position as well as achieve the best scoring in the areas listed below:

- Application form and resume;
- Certifications, awards, extracurricular activities;
- Related experience (preference given to experience working with children aged 4-15 years).

**Note:** If you are granted an interview you may be required to come prepared with an Activity Lesson Plan.

### Eligibility & Qualifications

To be eligible and qualify for part-time summer camp employment you must:

- Be eligible to work in Canada;
- Be at least 16 years of age by June 12, 2019;
- Have a valid Social Insurance Number (SIN) at time of hire (to apply for a SIN, visit the Human Resources and Skills Development Canada website);
- Have experience working with children, preferably in a day camp setting; and,
- Be available for 11 weeks of employment (based on registration); required availability may be greater for senior staff positions.

At contract signing, held at community centres in April 2019, you must have:

- A valid Standard First Aid & CPR-C certification (must be dated no earlier than September 1, 2016);
- A valid Police Vulnerable Sector Check results letter (must be dated no earlier than September 1, 2018);
- A valid certification in HIGH FIVE – PHCD, or be available to attend HIGH FIVE training before camp starts; and,
- Proof of enrolment in a safe management course for integration staff positions. (offered by the City)

### HIGH FIVE – Principles of Healthy Child Development

HIGH FIVE, Quality at Play program is committed to assisting children along the path of healthy child development. HIGH FIVE is designed to promote the healthy development of children through quality recreation programs. This 1-day course is mandatory for anyone interested in working for the City of Vaughan children, seasonal programs and/or summer camps.

#### 2019 HIGH FIVE (PHCD) Certification Course Schedule

Day	Start Date	Time	Community Centre	Code
Sat	Mar 9	9am-4pm	Maple	350270
Sun	Jun 2	9am-4pm	Garnet A. Williams	366313
Sat	Jun 8	9am-4pm	Maple	366314
Sat	Jun 15	9am-4pm	Maple	366316
Sat	Jun 22	9am-4pm	Maple	366315



### Safe Management – Integration Counsellors

Safe Management’s Crisis Intervention training system offers multi-level training based on level of risk and training needs of staff. Intended for staff working with participants who pose a moderate risk of escalation/aggression. This program provides both comprehensive training in risk management, relationship management, behaviour management, aggression management, as well as training in physical intervention skills.

#### Safe Management Course Schedule

Day(s)	Start Date	Time	Community Centre	Code
Sat	Apr 27	8am-5pm	Maple	366905
Sat	May 25	8am-5pm	Maple	363396

### Standard First Aid (SFA) & CPR-C

The City of Vaughan offers two-day Standard First Aid & CPR-C courses and one-day Standard First Aid & CPR-C recertification through the Lifesaving Society. Recertification is not an option if the original course was not through the Lifesaving Society, your Standard First Aid & CPR-C has expired or, if your most recent certificate is also a recertification.

#### 2019 Standard First Aid (SFA) & CPR-C Course Schedule

Day(s)	Start Date	Time	Community Centre	Code
Sat-Sun	Mar 16	9am-6pm	Chancellor	356677
Sun	Mar 24	9am-6pm	Garnet A. Williams	356679
Sat-Sun	May 4	9am-6pm	Garnet A. Williams	356680
Sat-Sun	May 25	9am-6pm	Vellore Village	356682
Sat-Sun	Jun 1	11am-8pm	Al Palladini	356676
Sat-Sun	Jun 15	9am-6pm	Maple	356681
Sat-Sun	Jun 22	9am-6pm	Father E. Bulfon	356678
Sat-Sun	Jul 6	9am-6pm	Garnet A. Williams	363513
Tue,Thu	Aug 6	5:30-9:30pm	Father E. Bulfon	363512
Sat-Sun	Aug 17	8am-5pm	Chancellor	363511

#### 2019 Standard First Aid (SFA) & CPR-C Recertification Schedule

Day	Start Date	Time	Community Centre	Code
Sat	May 4	9am-6pm	Vellore Village	356686
Sun	May 26	9am-6pm	Father E. Bulfon	356684
Sat	Aug 17	8am-4pm	Father E. Bulfon	363515
Sat	Aug 24	8am-4:30pm	Al Palladini	363514
Sat	Apr 27	9am-6pm	Chancellor	356683
Sun	Jun 9	9am-6pm	Garnet A. Williams	356685
Sun	Jul 21	9am-6pm	Garnet A. Williams	363516

Visit [vaughan.ca/recreation](http://vaughan.ca/recreation) for updated course listing.



For HIGH FIVE, Standard First Aid (SFA) & CPR-C, and Safe Management courses, register online at [vaughan.ca/RecOnline](http://vaughan.ca/RecOnline) or at your local community centre.

### Registration Methods for SFA & High Five Courses

- Online at [vaughan.ca/RecOnline](http://vaughan.ca/RecOnline)
- Drop off at community centres
- In person

A unique client bar code number and a family Personal Identification Number (PIN) are required to register. To obtain these numbers, visit your local community centre with proof of Vaughan residency (if applicable). For current course listing, contact and registration information, visit [vaughan.ca/recreation](http://vaughan.ca/recreation).

### Police Vulnerable Sector Check

**Note: Costs involved for the Police Vulnerable Sector Check, and for all required certifications, are the responsibility of the applicant. All employees are required to provide their results letter prior to the commencement of work. Please be advised that it may take up to 10 weeks for Toronto Police Service to deliver results.**

#### Applicants Residing in York Region

The Police Vulnerable Sector Check is to be obtained once tentatively offered the position. The Police Vulnerable Sector Check application form is available for print from the York Regional Police (YRP) website at [yrp.ca/pvsc.aspx](http://yrp.ca/pvsc.aspx).

**Criminal background checks are not accepted for the police vulnerable sector program.** Costs are as follows:

- Volunteer or Student (must show valid student card): \$30
- Employee: \$60

For more information:

#### Community Resource Centre

10720 Yonge Street, Richmond Hill, ON L4C 3C9  
[yrp.ca/en/about/community-resource-centre.asp](http://yrp.ca/en/about/community-resource-centre.asp)

### Applicants Residing in Toronto

For applicants who reside in Toronto, a Police Vulnerable Sector Check must be completed by Toronto Police Services. The application form (full, legal-size) must be signed by designated City of Vaughan staff. Costs are as follows:

- Volunteer: \$20
- Employee: \$65

For more information:

### Records Management Services

Toronto Police Service, 40 College Street, Toronto, ON M5G 2J3

[torontopolice.on.ca/recordsmanagement](http://torontopolice.on.ca/recordsmanagement)

## Volunteer Opportunities

	General Volunteer	Leisure Buddy
<b>Responsibilities</b>	Assists instructors/counsellors in the planning and implementation of recreational programs in community centres throughout the City.	Provides 1:1 support to a child with a disability to facilitate his/her social skills, make friends and participate in recreational activities.  <b>Note:</b> Leisure Buddies do not provide any assistance to participants with behavioural and/or toileting needs.
<b>Minimum Age</b>	14 years	15 years
<b>General Requirements</b>	<ul style="list-style-type: none"> <li>• Vulnerable Sector Check will be required of the successful volunteer candidate</li> <li>• Proof of completion of at least one City of Vaughan Professional Development Course (e.g. Leisure Buddy Volunteer or Volunteer Leadership Program) or City of Vaughan Leadership Camp (e.g. Learning to Lead or CIT)</li> </ul>	
<b>Time Commitment</b>	For summer camps, a minimum 2 week commitment is required from Monday to Friday, 8:45am to 4:15pm	

Volunteer and Leisure Buddy application forms are available at any City of Vaughan community centre. They may also be downloaded at [vaughan.ca/RecJobs](http://vaughan.ca/RecJobs) and dropped off at any community centre or emailed to [recvolunteers@vaughan.ca](mailto:recvolunteers@vaughan.ca). To register for City of Vaughan Volunteer Leadership programs/courses, visit [vaughan.ca/RecOnline](http://vaughan.ca/RecOnline).

## Camp Locations

Call **905.832.8500** for additional information on registration and general camp inquiries.

*For specific camp information, call:*

### **Al Palladini Community Centre** 905.832.8564

EDC; Aqua Adventures; Ball Hockey Camp; Junior Firefighter Camp; Kids a Cookin'; Sports Conditioning Camp; Squash Fitness Camp; Summer Adventure; Trip Takers Junior; Vaughan Lifesaving Camp; **Boyd Conservation Area** – Camp Oradaca

### **Chancellor Community Centre** 905.832.8620

EDC; Aquatic Leaders of Tomorrow; Bust a Move Dance Camp; Fun in the Sun; Sports Camp; Summer Adventure

### **City Playhouse Theatre** 905.303.2000

Triple Threat Summer Intensive

### **Dufferin Clark Community Centre** 905.832.8554

EDC; All-Star Camp; Aqua Adventures; Forensic Camper Institute; Strike a Chord; Summer Odyssey; Tennis Tremendous

### **Father E. Bulfon Community Centre** 905.879.8732

EDC; Mega Sports Experience; Summer Adventure; Summer Fun Tiny Tots; Teen Fitness Camp

### **Garnet A. Williams Community Centre** 905.832.8552

EDC; Aqua Adventures; Aquasquirt Camp; Art Attack; Art Zone Plus; Ball Hockey Camp; Biz Teens Camp; Counsellor in Training (CIT); Fun in the Sun; Girlsport; Junior Firefighter Camp; Sports Camp; Squash Fitness Camp; Summer Adventure; Summer Extravaganza; Teen Fitness Camp; Trip Takers Junior & Senior; Vaughan Lifesaving Camp; **Arnold House** – Summer Theatre Spectacular; **Joint Operations Centre (JOC)** – Female Firefighter Camp

### **Maple Community Centre** 905.832.2377

EDC; Aqua Adventures; Art Attack; Fun in the Sun; Kids a Cookin'; Sports Camp; Squash Fitness Camp; Summer Adventure; **Maple Nature Reserve** – ECO-Kids; Outdoor Leadership Camp; **Pause Awhile Equestrian Centre** – Camp Corral; **Special Needs** – Atlantis Aquatic Adventure Camp; Cuisine for Life; EcoSense Outdoor Discovery Camp (Maple Nature Reserve); Healthersize; Kool Summer Dayz; Leaders by Example

### **North Thornhill Community Centre** 905.832.8540

EDC, Aqua Adventures; Bravo for Broadway; Camp Move 'n Groove; Fun in the Sun; Hoops Stars Basketball Senior; Racquet Sports Camp; Soccer Sportacular; Summer Extravaganza; Summer Fun Tiny Tots; Teen Fitness Camp

### **Rosemount Community Centre** 905.303.2024

EDC, Dance-to-da-Beat; Kids a Cookin'; Yabba Dabba Dance

### **Vellore Village Community Centre** 905.832.8544

EDC, Gymnastics Camp; Hoops Stars Basketball Junior; Kreative Kids; Shining Stars; Six Strings Guitar Camp; Soccer Sportacular; Sportsarama; Summer Fun Tiny Tots; Tennis Tremendous; **Uplands Golf & Ski Club** – Golf Camp

### **Woodbridge Pool & Memorial Arena** 905.832.8576

Aquasquirt Camp; Aquatic Leaders of Tomorrow; Camp Aquasport; Camp Aquastar; Trip Takers: Nature Chasers

# Contact Information

**Al Palladini  
Community Centre**  
9201 Islington Ave.  
Woodbridge ON L4L 1A7  
T: 905.832.8564  
F: 905.851.6923

**Chancellor  
Community Centre**  
350 Ansley Grove Rd.  
Woodbridge ON L4L 5C9  
T: 905.832.8620  
F: 905.265.0100

**City Playhouse  
Theatre**  
1000 New Westminster Dr.  
Vaughan ON L4J 8G3  
T: 905.303.2000

**Dufferin Clark  
Community Centre**  
1441 Clark Ave. W.  
Concord ON L4J 7R4  
T: 905.832.8554  
F: 905.660.5177

**Father E. Bulfon  
Community Centre**  
8141 Martin Grove Rd.  
Woodbridge ON L4L 3W9  
T: 905.879.8732  
F: 905.832.8594

**Garnet A. Williams  
Community Centre**  
501 Clark Ave. W.  
Thornhill ON L4J 4E5  
T: 905.832.8552  
F: 905.881.0692

**Maple  
Community Centre**  
10190 Keele St.  
Maple ON L6A 1R7  
T: 905.832.2377  
F: 905.832.6726

**North Thornhill  
Community Centre**  
300 Pleasant Ridge Ave.  
Thornhill ON L4J 9B3  
T: 905.832.8540  
F: 905.832.8569

**Rosemount  
Community Centre**  
1000 New Westminster Dr.  
Thornhill ON L4J 8G3  
T: 905.303.2024  
F: 905.709.4148

**Vellore Village  
Community Centre**  
1 Villa Royale Ave.  
Woodbridge ON L4H 2Z7  
T: 905.832.8544  
F: 905.653.7166

**Woodbridge  
Pool & Memorial Arena**  
5020 Highway 7  
Woodbridge ON L4L 1T1  
T: 905.832.8576  
F: 905.851.6760

**Vaughan City Hall  
Registration Inquiries**  
2141 Major Mackenzie Dr.  
Vaughan ON L6A 1T1  
T: 905.832.8500  
F: 905.832.8550