



MALTON NEIGHBOURHOOD SERVICES



3540 Morning Star Drive, Mississauga, ON L4T 1Y2

Tel: 905- 677- 6270/ Fax: 905- 677- 6281/ Website: mnsinfo.org / Email: hr@mnsinfo.org

Position Title: Summer Camp Supervisor

Position Type: Full-time (35 hours /week from June 24th to August 16th, 2019)

Hourly Pay: \$16:00

Eligible candidates are invited to apply for the Summer Camp Supervisor position with Malton Neighbourhood Services (MNS).

POSITION SUMMARY

The Summer Camp Supervisor will oversee everyday camp operations, the supervisor must make sure to deliver a safe, fun, physically active and educational space making sure the quality operation of the summer camp ensures the design, implementation, safety and program communication and administration are successful.

DUTIES & RESPONSIBILITIES

- Implement day to day camp schedule for children ages 6-12 years
- build a fun atmosphere with enjoyable physical activity indoors and outdoors, while still educating campers throughout the day
- Ensure the development and implementation of daily/weekly camp program schedules and healthy snack requirements
- Provide leadership to the camp staff and participants
- Ensure consistent communication with parents and/or caregivers
- Health and safety of camp participants and staff
- Support and monitor all children and staff participating in camp
- Ensure all camp related activity requirements are complete (i.e. booking trips for program, organizing games or crafts, etc.)
- Encourage camp participants to follow proper hygiene
- Be a role-model and participate in all camp program activities
- Maintain required documentation related to attendance records, program plans, incident reports, and other administrative functions
- Build positive relationships with camp staff, participants and parents and/or caregivers
- Follow all policies and procedures as required.
- Other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS

- Ability to effectively communicate in English

- Experience/skill in all or one of the followings: sports & recreation, arts & crafts, dance, drama, music
- Leadership experience or skills, particularly with children aged 6-12 years
- Ability to think quickly and work well under pressure in a fast-paced environment
- Excellent communication and interpersonal skills, with both children and adults
- Ability to plan and organize fun and creative program plans for the campers
- Ability to work individually as well as in a team, within a multicultural environment
- Must be able to work in outdoor/indoor environments, and to stand within the pool to monitor children
- Must be returning to school the following year
- Must have Highschool diploma
- Current Standard First Aid with CPR required

Applicants must be: between 15 and 30 years of age (inclusive) at the start of employment; registered as a full-time student during the preceding academic year; intends to return to school on a full-time basis during the next academic year; is currently enrolled in a secondary, post-secondary, vocational or technical program; is a Canadian citizen, permanent resident or a person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*; and is legally entitled to work in Canada. International students are not eligible to apply.

Upon hire, candidates must provide a current police record check. Please submit a resume and cover letter to the Hiring Committee at hr@mnsinfo.org by Friday, May 24th, 2019. We thank all applicants, however, only candidates selected for interviews will be contacted.

Malton Neighbourhood Services is committed to providing accommodations throughout the recruitment process. If you require accommodation, please notify us and we will work with you to meet your needs.