roots community services
Inspiration. Empowerment. Action.

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Registered Charity: No. 869254425 RR0001

Canada Summer Jobs
Camp Manager – Virtual Camp

Roots Community Services Inc. (RootsCS) is a charitable, multi-service organization serving primarily the Region of Peel's Caribbean and Black communities. We are committed to strengthening and enhancing the quality of life of families and individuals by providing culturally sensitive programs, support, resources, education and training.

Hours of work: 30 hours a week
Job term: 11 weeks from June 21 to September 3, 2021
Rate of pay: $16.00 per hour
Reports to: Manager, Programs & Volunteers

Job Summary

The **Camp Manager** will oversee the day-to-day responsibilities for the summer camp and work closely with the other Camp staff to ensure a memorable and meaningful experience for participants. They will be responsible for the coordination, operation, and support of the activities.

General Responsibilities

- Lead the planning and delivery of virtual camp activities and events
- Assist in the development and delivery of camp staff training material
- Proactively identify and solve problems and areas of concern for staff, campers and volunteers in a timely manner
- Conduct staff meetings to ensure the program is running smoothly
- Evaluate activities on an ongoing basis and provide updates to the Manager, Programs & Volunteers to include in weekly reports
- Build relationships with campers, demonstrate positive role model behaviours
- Ensure activities are safe, fun, challenging and promote the development of campers' skills
- Maintain high levels of staff morale and conduct by providing mentorship and support to camp team and volunteers
- Adhere to the policies and procedures of the Roots Community Services Inc.
- Assist in resolving conflict and manage critical incidents among camp staff and campers
- Be respectful of and interact professionally with staff, volunteers, campers and parents

Qualifications

- Post-secondary education
- Experience working with children/youth
- Knowledge of children/youth programs
- Experience working within a cultural, anti-racism, anti-oppression framework
- Embrace diversity and inclusion
- Enthusiastic, empathetic, professional with a positive attitude
- Excellent leadership, organizational and time management skills
- Ability to work independently and as part of a team
- Outstanding communication skills, with a focus on written, oral and listening
- Understand the need for confidentiality and have a strong work ethic
- Creative and able to foster a fun learning environment virtually
- Computer proficient
- Recent and valid Vulnerable Sector Check (where possible)
- References from three individuals

Canada Summer Jobs Eligibility Criteria

Applicants must:

- Be between 15 and 30 years of age at the start of the employment
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

To Apply

Applicants must:

- Submit resume and cover letter to: programs@rootscs.org
- Please include the Position in the subject line of your email
- Deadline for submission of application is Friday, June 11, 2021

We thank all applicants for their interest in Roots Community Services; however only applicants selected for an interview will be contacted.