



Inspiration. Empowerment. Action.

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**Registered Charity: No.  
869254425 RR0001**

## **Canada Summer Jobs Camp Coordinator (Junior Camp Counsellor) – On-Site**

Roots Community Services Inc. (RootsCS) is a charitable, multi-service organization serving primarily the Region of Peel and Halton's Black, African and Caribbean communities. Through our programs and services, we create pathways to wellness that help empower and inspire clients to build on their strengths and find solutions to overcome the challenges they face.

**Hours of work:** 35 hours a week  
**Job term:** 9 weeks from June 24 to August 23, 2024  
**Rate of pay:** \$17.00 per hour  
**Reports to:** Program Coordinator, Children's Program  
**Number of positions:** 1  
**Application Closing date:** June 7, 2024

### **Job Summary**

Our summer camp will provide a jumping off point for our campers to learn about basic leadership and social skills in a camp setting, while having plenty of FUN!

The Camp Coordinator should feel comfortable supporting on-site activities, ensuring campers participation, engagement and safety. The ability to exercise leadership to help build character in children and youth

### **General Responsibilities**

#### **Day to Day Operations**

- Delivery of in-person camp activities for campers 6- to-12 years of age.
- Proactively identify and solve problems and areas of concern for staff, campers and volunteers in a timely manner.
- In collaboration with the team, organize and disseminate weekly program schedules for all activities to team and Program Coordinator, Children's Program.
- Be accessible to other camp staff campers and their parents.
- Be respectful of and interact professionally with staff, volunteers, campers and parents.
- Report major issues to Camp Leader and Program Coordinator, Children's Program and Manager, Social Well-Being & Community Development.
- Provide camp team with support, ideas, and ongoing feedback.
- Other duties as assigned.

36 Queen Street E., Lower Level Brampton ON L6V 1A2 Canada

## **Administrative**

- Meet daily with the team to discuss and evaluate the program in terms of camper concerns, activities, what's working well, what isn't and seek ways for improvement.
- Work with camp staff to submit a final report detailing the progress and success of the summer camp program, making recommendations for next season and any other constructive comments.
- Adhere to and support camp policies and procedures as detailed in the summer camp manual, and ensure that all camp staff, volunteers and campers do the same.

## **Qualifications**

- Final year of High School or Completed Secondary High School or enrolled in post-secondary education.
- Experience working with children/youth in a group setting.
- Knowledge of children/youth programs.
- Knowledge about working in a cultural, anti-racism, anti-oppression framework.
- Embrace diversity and inclusion.
- Enthusiastic, empathetic, professional with a positive attitude.
- Excellent organizational and time management skills.
- Creative and able to foster a fun learning environment.
- Ability to work independently and as part of a team.
- Outstanding communication skills, including written, oral and listening.
- Knowledge and ability to research community services networks in Peel & Halton region.
- Understand the need for confidentiality and have a strong work ethic.
- Computer and Google Suite proficient.

## **Supporting Documentation**

- 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.
- Provide a recent and valid Vulnerable Sector Check if over the age of 18 years old.
- 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.

Please forward your application with a cover letter by email to **camp@rootscs.org**, with the subject line **Camp Coordinator**. Please note that we will be reviewing applications as they are submitted. We thank all who apply for this position; however, only those candidates selected for an interview will be contacted.