



## **ASSISTANT SUMMER CAMP DIRECTOR POSITION**

Pawsitively Pets is a hands-on animal education program for children and adults of all ages. Our wonderful animal team is made up of an assortment of rescued pets that have found their forever home with us. Our goal is to provide our animal team with a permanent home and the best possible care, while sharing our love of animals with others. All Pawsitively Pets programs focus on responsible pet ownership, and the life-long commitment of owning a pet. At Pawsitively Pets we strive to offer an experience that provides our animals with positive interactions and the ability to share our love of animals with people hands-on, exploring the wonderful world of science, animals and nature.

**Assistant Camp Director Position:** The Assistant Camp Director is responsible for the day to day operations of the summer camp programming. This individual provides direct support and supervision to the camp counsellor team, as well as teaching/instructing daily camp program. The Assistant Camp Director will help create and foster a strong sense of teamwork and cooperation and provide assistance to the Camp Director, and Program Team with the day-to-day camp operations, programming, scheduling, parent communication and a variety of camp tasks. This candidate will assist the Camp Director in all aspects of program development, ensuring compliance with all applicable program, and safety. They ensure that all Camp activities and programs are safe, engaging, and provide an inclusive and caring camp environment.

### **Essential Functions of the Position:**

1. Communicates and demonstrates the organization's mission, goals, and camp culture.
2. In cooperation with the Camp Director, trains, monitors work performance, and plans for the continued training, manages, instructs and leads specialty programming with camp groups
3. Collaborates with the team to organize, plan and facilitates comprehensive training for all seasonal camp staff.
4. Creates and facilitates training as necessary for staff, volunteers and others as required.
5. Assists Camp Director in continual planning and execution of enhancements to all summer programs.
6. Responsible for ensuring compliance with program plans and all Camp policies and procedures in order to hold staff accountable to organizational goals and expectations.
7. Provides support and guidance for all personal and professional issues that surface with the summer staff.
8. Facilitates communication between campers, parents, staff to address and resolve conflicts, child development issues, and parental concerns relative to campers or Camp activities.
9. Collaborates with, and reports on Camp activities to executive team, as required.
10. Assists with special projects and performs additional duties as assigned.

**Supervisory Responsibilities:** Camp Counsellors and Volunteers.

### **Required Education and Experience:**

1. Minimum three years' experience in a camp setting
2. Entering your 3<sup>rd</sup> year of University or older

3. Demonstrated experience in strategic planning, program delivery and oversight, leading cross-functional teams, and managing multiple projects simultaneously with changing priorities.
4. Currently enrolled in a post-secondary program, or have completed a degree/diploma in a child related field

**Required Knowledge, Skills, and Abilities:**

1. Excellent written and verbal communications skills.
2. Thorough understanding of child development and ability to deliver age appropriate programs.
3. Skillfully lead and inspire staff on an individual basis as well as in staff meetings.
4. Proficiency in Microsoft Word, Excel, Outlook, Canva, and all Social Media platforms.
5. The ability to establish positive relationships with a variety of people in multicultural environments.

**Contract terms:** May 1 – September 1 – must be available for the entire term Monday to Friday

1. May/June schedule will vary from 25-35 hours per week
2. July/August schedule will be 40-44 hours per week
3. Shifts are Monday to Friday between the hours of 7:45am – 5:45pm (shifts are scheduled in 8-9 hour workdays)
4. Ability to work outdoors in hot and cold weather conditions.
5. Clear vulnerable sector background check
6. Current First Aid & CPR or the ability to certify by June 20.
7. Ability to frequently lift up to 40 pounds.

**Job Location:** Positions available for our Leaside site (mid-town Toronto) or West end Toronto – Bloor West Village

**Compensation:** \$16.50 per hour. Contract completion bonus provided.

Please email resumes to [info@PawsitivelyPetsKidsCamp.com](mailto:info@PawsitivelyPetsKidsCamp.com) and note the position you are applying for in the subject line. Resumes accepted until April 18, 2023

Pawsitively Pets Kids Camp is an Equal Opportunity Employer, does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability, nationality or sex, and is committed to promoting diversity, multiculturalism, and inclusion.