

Summer Day Camp Supervisor

Who We Are:

With a vision of a vibrant, connected community, Parkgate Society (PS) creates opportunities for people in our community to *live life better*. We support this vision through the development of a unique and diverse blend of accessible low-cost and no-cost programs and services, created in direct response to community needs; primarily serving children, youth, families, and seniors.

Governed by a volunteer Board of Directors and assisted by many volunteers, our diverse and welcoming staff team is committed to making Parkgate Society a welcoming and inclusive community services organization.

Opportunity:

We are in search of an enthusiastic and energetic Summer Day Camp Supervisor to help plan and lead an inclusive summer camp program for school aged children. Reporting to the Summer Camp Coordinator and Camp Supervisor, a successful candidate will supervise children and staff while ensuring their safety and well-being during a variety of different activities and field trips.

Responsibilities:

The Summer Day Camp Supervisors are responsible for the daily operations of the camp, including, but not limited to:

- In collaboration with the Day Camp Coordinator, plans and implements a developmentally appropriate Summer Day Camp program.
- Ensures that the Summer Day Camp program meets all licensing requirements.
- Ensures that policies and procedures are implemented.
- Ensures ongoing supervision of Program staff and volunteers.
- Ensures accurate financial records are kept.
- Maintains open, respectful, and confidential communication with parent(s)/legal guardian(s).
- Ensure guidance of children's behaviour that encourages positive self-concept.
- Ensure the child's environment is healthy and safe.
- Perform first aid as needed.
- Help to supervise and mentor volunteers.
- Performs other duties assigned by the Summer Camp Coordinator as needed.



Required Qualifications:

- Must be at least 19 years old
- A School Age Care certificate or a 20 Hour Responsible Adult training certificate
- 2 – 3 years previous work experience in a licensed school age program and/or summer day camp program, or related experience
- Previous supervisory experience is preferred
- A current safety oriented first aid and CPR certificate (minimum 8-hour course)
- A clear criminal record check

Contract Details:

- Salary Range: \$23.00 - \$25.00 per hour (commensurate with qualifications & experience)
- Employment:
 - This position works full time (40 hours per week) during July and August.
 - Must be available Monday to Friday, for all 8 weeks of Summer Camp starting July 2, 2024.
 - Must attend two paid mandatory training and preparation sessions on June 22nd (9:00am – 5:00pm) & June 23rd (9:00am – 1:00pm) 2024
 - Must be available to help with summer wrap up/clean up on August 26th (9:00am-5:00pm) 2024.
- Contract date: July 2 – August 26, 2024
- Vacation pay as a percentage of wages will be paid out on each pay cheque.

We are dedicated to cultivating an inclusive, diverse, and welcoming workplace. We welcome applications from candidates of all backgrounds and experiences. All qualified applicants will receive equal employment consideration without discrimination based on race, colour, religion, gender, sexual orientation, gender identity, national origin, or disability. If you require assistance or an accommodation, please let us know, and we will do our best to provide reasonable support.

Please forward your resume and cover letter, describing why you are a strong candidate for this opportunity, by email to info@parkgatesociety.ca. The closing date



for applications is Monday May 6, 2024. As we anticipate a large number of applicants, we encourage you to apply as soon as possible.

About Parkgate Community Services Society:

Parkgate Community Services Society is a registered, not-for-profit charitable organization providing programs and services to our friends and neighbours at Parkgate Community Centre and satellite locations east of the Seymour River. With over one hundred staff, we are a diverse and welcoming team committed to making this a great place to live, work and play. We pride ourselves on being community-driven, community-inspired and community-supported.

