

## CAMP DIRECTORS

Seasonal

The Town of East Gwillimbury was recognized as a 2018 Employee Recommended Workplace by The Globe and Mail and Morneau Shepell. Employees enjoy a fully balanced lifestyle and have a high level of Total Health. Our municipal offices are easily accessible off of Highway 404 and a short 15 minute drive from Highway 400. Enjoy competitive wages, progressive extended health plan, employee assistance program, and active social and wellness committees. Convenient parking, outdoor seating areas, and easy access to trails allow you to enjoy the beauty of EG while at work.

The Town is the GTA's top growth municipality, located just north of Toronto in York Region. As one of Ontario's growth centres, East Gwillimbury's population is projected to reach 50,000 by 2025. By joining Team EG you will help shape our growing community.

The Town of East Gwillimbury is seeking enthusiastic, responsible, outgoing individuals with demonstrated leadership skills who are looking forward to an exciting and rewarding summer, within our Community Parks, Recreation & Culture Department.

**Under the supervision of the Manager of Recreation, Community Engagement & Events and Recreation Coordinators, the Camp Directors will be responsible for:**

- 8 (approximately) weeks of pre-summer work of camp planning, organizing and purchasing supplies
- Recruitment, supervising, coaching, and evaluation of staff and volunteers (CITS)
- Assist in scheduling all staff on a weekly basis. Schedule all volunteers (CITS).
- Plan and organize high quality safe and stimulating programs for all levels of participants
- Maintaining positive communication between Management, supervisors, staff, volunteers, campers & guardians
- Assisting with training, evaluating and supervising of staff with the guidance of the Manager of Recreation, Community Engagement & Events and Recreation-Coordinators
- Complete administrative duties in a timely manner (i.e. staff and program schedules, reports and incident/accident reports and evaluations)
- Report all concerns, accidents and incidents immediately to Coordinators for follow up and take appropriate action
- Maintain complete vigilance while on duty and be ready to respond to any emergency situation
- Maintain an understanding of department programs and services
- Travel between work sites during shift
- Monitor the use of equipment and supplies, conduct inventory counts and re-stock as needed
- Nurture a positive camp culture by leading, motivating and developing strong teams

### Position Requirements

- Minimum of two (2) years previous camp experience, with one (1) year in a senior/supervisory role
- Able to work between 7am and 6:30pm, Monday-Friday, starting in April
- Valid Ontario driver's license and full time use of a vehicle
- Excellent customer service and leadership skills
- Ability to deal with difficult and confidential situations
- Valid Standard First Aid or willing to obtain prior to employment
- High Five (PHCD) Certificate or willing to obtain prior to employment
- Obtain a Vulnerable Sector Police Check prior to employment

**Current Hourly Rate of Pay:** \$17.30

If you're looking for an opportunity that will enable you to contribute to a growing and inclusive community, please apply and submit your resume and related information online at:

<https://workforcenow.adp.com/jobs/apply/posting.html?client=TOEG4282>

**Deadline for applications is January 31, 2019**

We thank all applicants for their interest, however, only those being considered for an interview will be contacted

*"Our town, Our future"*

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[www.eastgwillimbury.ca](http://www.eastgwillimbury.ca)

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The Town of East Gwillimbury is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#) and the Ontario Human Rights Code, the Town of East Gwillimbury will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the Town's Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. In accordance with the *Municipal Freedom of Information & Protection of Personal Privacy Act*, personal information collected will only be used for candidate selection.