



COORDINATOR, Camp U of T

Are you looking for challenging, meaningful work in a supportive and diverse environment? Are you looking for a career at one of Canada’s top employers? Work where the world comes to think, discover and learn. Consider a career at the University of Toronto.

The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas.

Deadline:	March 8th, 2018
Number of Positions:	4
Rate of Pay:	\$19 hiring rate
Position Start Date:	April 23, 2018
Position End Date:	August 24, 2018
Number of Hours per week:	April 23 - May 6: Up to 5 hours/week May 7 – June 3: up to 20 hours/week June 4 – Aug. 24: 36 – 44 hours/week
Classification:	USW Casual
Summary:	Camp Coordinators are an essential part of the supervisory team for Camp U of T. Coordinators are responsible for planning and implementing staff training; scheduling staff and evaluation of staff throughout the summer. Coordinators also schedule facilities, maintain, inventory and order equipment and supplies. Coordinators may be asked to mediate disputes and find solutions with campers, parents and staff. Energy, teamwork, problem solving and communication are all essential to the job. Applicants must be dedicated to providing a great camp experience for all campers and staff. Coordinators may have specialty areas but will work as a team to support all campers, staff and programs.

Minimum Qualifications:	<p>Education: Some undergraduate education completed</p> <p>Experience: Familiarity with Camp U of T policies and procedures, experience at Camp U of T showing increasing leadership and initiative is preferred. Minimum of two summers experience at Camp U of T is preferred.</p> <p>Other: Essential skills include time management and multitasking, excellent customer service, strong computer skills in word, excel and database programs. Experience supervising staff is strongly encouraged. Candidates must be able to work well independently as well as part of a supervisory team. Candidates must maintain sensitivity and tact in dealing with difficult situations. Candidates must have the ability to remain calm and the ability to plan work in advance to meet deadlines. The ability to work with people with diverse abilities, ethnicities and sexual orientations is essential.</p> <ul style="list-style-type: none"> ▪ Standard First Aid certificate from Red Cross, Lifesaving Society or St. John's Ambulance issued not more than 3 years prior to August 25, 2018 - REQUIRED ▪ Basic Rescuer/Level C CPR certificate issued not more than 1 year prior to August 25, 2018 - REQUIRED <p>This position requires a criminal records check annually. Further information, including screening criteria, will be available at the interview and at the time a conditional offer of employment is made.</p>
Method of Application	<p>Resume, cover letter and qualifications to be emailed to: Will.kopplin@utoronto.ca</p> <p>Subject line should include title of position.</p>
Contact Information:	<p>Will Kopplin Acting Manager Children and Youth Will.kopplin@utoronto.ca</p>
Date Posted:	February 22, 2018