



COORDINATOR, AQUATICS, Camp U of T

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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 8, 2018
Number of Positions:	1
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 – August 25: 28 – 35 hours/week
Classification:	USW Casual
Summary:	Camp Coordinators are an essential part of the supervisory team for Camp U of T. The Coordinator – aquatics is responsible for planning and implementing staff training around recreational swim times; liaising with aquatic staff around scheduling, setups, ensuring that all OCA and U of T aquatics standards are followed regarding supervision and ratios of campers and tracking swim assessment results. Coordinators also maintain, inventory and order equipment and supplies, including all first aid equipment. 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. The Coordinator, aquatics 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, familiarity with OCA and U of T aquatics standards, experience at Camp U of T showing increasing leadership and initiative is preferred. Experience working in an aquatics environment, including NLS and other advanced first aid certificates 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 22nd, 2018