



We are Hiring! - Seeking 6 Summer Camp Counsellors!

*Please note that these positions are funded by Canada Summer Jobs, which provides funding to not-for-profit organizations, public-sector employers and small businesses with 50 or fewer employees to create summer job opportunities for young people aged 15 to 30 years.

About the Organization

Westhaven-Elmhurst Community Recreation Association is a not-for-profit organization that holds a summer camp where kids, aged 6-12, come to take part in leisure activities during their break from school, in an open, inclusive and safe environment. Engaged and enthusiastic counsellors and counsellors in training (CIT), come together to provide an action-packed summer, filled with adventures, new learning opportunities, field trips and fun experiences that make camp worthwhile.

About the Position

The six (6) counsellors will be closely supervised by the center's coordinator throughout the duration of their contract. The coordinator, as well as members of partner community organisations will give in-depth training during the first week of the counsellors' employment. This training will include background information about the organization, as well as examples of how the job has been done in the past. The training will equip the counsellors with the information and tools necessary to complete the necessary tasks within their job description. The coordinator will be available to answer any question during the counsellors' contract and will be accessible by phone or email Monday - Friday, 9AM-5PM.

Mandatory Requirements

- Age between 18 and 30 years old
- Permission to work in Canada (citizenship, residency, work permit)
- Availability full-time (40 hours a week, Monday-Friday) between June 17 - August 16 (360 hours)
- Must be First Aid Class C Certified

Skills, Assets & Responsibilities

- Fluent in French in English (spoken and written) a requirement, other languages an asset
- Administrative responsibilities (email correspondence, budgeting)
- Computer literacy (cloud computing, data management, social media etc.)
- Time-management, weekly scheduling, CIT coordination
- Personal organization, attention to detail, effective communication and teamwork skills
- Anti-oppressive & inclusive values
- Experience working with youth, overall commitment to youth empowerment

Time Commitment and Remuneration

- Candidates must absolutely be available during Camp training and camp week (June 17 - August 16).
- You will be expected to plan your weekly activities and take the campers to their outings.
- \$12.50/hour, 40 hours/week (average), 360 hour contract

Counsellors Job Description

Training (June 17 to June 21 ; 9AM to 5PM)

- Attend all training workshops, take notes, participate and be attentive.
- Develop budget plan for the 8 weeks of camps with respective groups of campers.
- Develop at least 2 new, age-appropriate activities to do per week with group of campers.

Camp (June 25 to August 16 ; 9AM to 4PM and occasional extended hours)

- Follow the code of conduct DILIGENTLY, you are representing Westhaven throughout camp
- Upkeep attendance sheet of the assigned group of campers
- Monitor and record spendings of petty cash on Google Docs
- Budget activities
- Ensure safety of all campers of assigned group
- Communicate frequently and efficiently with coordinator about plans, questions, budget needs, etc.

How to Apply

Deadline to apply: June 10, 2019

Please email your CV to westhavenrecreation@gmail.com after completing the [Application Form](#). All candidates will be sent a confirmation that their application was received, but only candidates selected for an interview will be contacted further.

Westhaven recognizes that people facing marginalization and oppression face significant challenges in the workforce, and also have unique and valuable skills and perspectives to bring to their communities. We strongly encourage candidates with this lived experience to apply (for example, people of colour, poor/working-class people, people with disabilities, trans* people etc).