

**Closing Date:** February 9th, 2024 at 11:59 pm

**Camp K Job Posting:  
Explorer and Critter Program Assistant**

<p><b>Contract Dates:</b> May to August 2024</p>
<p><b>Pre-Camp (1 Weeks):</b></p> <ul style="list-style-type: none"><li>- June 24th to June 28th (35 hours).</li><li>- Mandatory pre-camp activities and training in May and June. Dates will be provided at the interview.<ul style="list-style-type: none"><li>- Get to Know You Pizza Night (Wednesday May 8th)</li><li>- 1 or 2 day Behavioural Management training in May (weekend) (dates TBD)</li><li>- BBQ Fundraiser (June 20th afternoon/evening)</li><li>- Staff Training (June 21st - 23rd)</li></ul></li></ul>
<p><b>Camp (8 weeks):</b></p> <ul style="list-style-type: none"><li>- June 29th to August 23rd full time hours (43.75 hours)</li><li>- Camp will operate on July 1st</li><li>- Please note camp staff must be on site for the full 8 weeks of camp; no time off will be granted between July and August</li></ul>
<p><b>Hours of Work:</b> Typical hours of work during the camp season (July-August) are Monday to Friday, 8-5 pm (43.75 hours per week). Weekend and evening hours may be required, based on programming needs. Assist with before and after care as scheduled.</p>
<p><b>Compensation:</b> \$17.00hr</p>
<p><b>Work Locations:</b> Laurel Creek Conservation Area &amp; St. Andrew's Presbyterian Church</p>

**About Us**

Camp K is a quality summer day camp program for children 5-13, and provides one-on-one support for children with exceptionalities. We strive to foster a harmonious camp environment that enhances the camper experience by giving them the room to play, explore, grow and be their authentic selves in a safe space. We invite you to check out our website for information on our Critter and Explorer program here <http://www.campk.on.ca/critter> and <http://www.campk.on.ca/explorer>.

**Position Description**

Reporting to the Camp Director and Camp Coordinators, Camp K is seeking two Program Assistants to assist the Coordinators with the administration and supervision of Camp K's programming. The Program Assistants will ensure quality programming is provided to our campers, of all backgrounds, genders and abilities, so they experience a safe, fulfilling and purposeful experience. These positions will be responsible for assisting the Coordinators with the organizing and implementation of Camp K, as well as leading children and youth programming and liaising with parents/caregivers.

**Responsibilities:**

- Assist with and attend pre-camp activities (for example, BBQ Fundraiser and Camp Commissioning).
- Assist the Coordinators with administrative tasks, including Camp site preparation, organizing weekly camper groups, field trip groups, and weekly staff responsibilities.
- Facilitate some LIT training sessions, alongside Leadership & Media Coordinator.
- Assist with supervision of day-to-day Critter program operations; ensure the delivery of a safe, campers-first focused, inclusive and age appropriate program in accordance with Camp K guidelines.
- Be visible and accessible and offer support to other staff.
- Execute all aspects of the camp setting: program set up and take down, program supplies and equipment management, etc.
- Directly address unsafe and unacceptable camper behaviour and take action to deal with incidents, emergencies and parent/caregiver, staff or camper concerns.
- Lead a group of campers, providing safety supervision and leading camp activities and games, as required.
- Supervise staff in absence of Coordinators, with support from Camp Director.
- Assist with the integration of LITs, inclusion staff, and private inclusion support workers.

- Provide excellent customer service and open communication to campers, parents/caregivers, and staff.
- Help foster a positive relationship with Laurel Creek Conservation Area staff.
- Act as back up Camp Counsellor as required.
- Act as back up Coordinator as required.
- Attend all staff meetings.
- Perform all other duties as assigned.

**Required Knowledge and Skills:**

- Prior experience and knowledge working with and planning for children and youth in a camp setting.
- Demonstrate a high level of professionalism, leadership, interpersonal, customer service and dynamic facilitation skills.
- Knowledge in effective behaviour management techniques.
- Experience supervising and mentoring others considered an asset.
- Team leader with strong organizational, communication, problem solving and conflict resolution skills.
- Basic swimming ability is required.
- Comfortable working in a high paced, active and outdoor camp environment.
- For Explorer Program Assistant, knowledge of Explorer skills (canoeing, creation station, archery and survival) considered an asset.

**Qualifications/Work Requirements:**

- Standard First Aid/CPR level C (or willing to obtain as a condition of hiring).
- Lifesaving Society SafeGuard considered an asset.
- For Explorer Program Assistant, some level of ORCKA Canoeing certification considered an asset.
- A current Police Record Check with Vulnerable Sector Check and current within 6 months of camp start date will be required upon hire.
- Must be 18 years of age as of June 29, 2024.
- Must have reliable transportation.
- Must be prepared to work flexible hours including evening, weekends and statutory holidays as required.
- Attend all mandatory training and pre-camp events.

*All applicants are thanked for their interest in this position however, only those selected for an interview will be contacted. Should you require any accommodations during the recruitment process please contact Human Resources at [human.resources@standrewskw.com](mailto:human.resources@standrewskw.com) or the St. Andrew's Presbyterian Church office by phone at 519-578-4430.*