

2012 MARCH BREAK CAMP EMPLOYMENT INFORMATION

The City of Oshawa will be accepting *March Break Camp employment applications from Thursday, December 1, 2011 until Sunday, January 15, 2012.

*March Break: Monday, March 12 – Friday, March 16, 2012.

Application Process

1. Carefully read all of the employment information listed below. Determine which positions best suit your qualifications and experience and note the category the positions fall under (Junior or Senior).
2. Submit your application **online** at www.oshawa.ca in the employment section under Seasonal and Summer Employment opportunities. Select the appropriate posting (Senior or Junior), attach your cover letter (if applicable), resume and complete the online questionnaire. **Only on-line applications will be accepted.** Deadline is **Sunday, January 15, 2012.** Late applications will not be considered.
3. We thank all applicants however please be advised that only those applicants selected to proceed through the hiring process will be contacted by e-mail or phone.

Junior Positions – General Responsibilities and Requirements

- Responsible to research, implement and deliver age-appropriate activities and special events weekly
- Assist with camp emergency procedures, complete appropriate paperwork and communicate accidents or incidents to Supervisor or designate
- Some administrative duties
- Participate in all mandatory staff meetings and trainings
- Communicate with parents/guardians prior to and during each camp session
- Responsible to understand and adhere to policies and procedures of the City of Oshawa to assist in establishing rules and regulations governing the safety and conduct of all the participants
- Responsible to supervise campers at all times and adhere to daily camp schedules and guidelines
- Experience in teaching various group games and sports/activities
- Provide pre and post-camp supervision

Please see below for specific responsibilities and requirements of each position. Employment start and end dates are subject to change and could vary from camp to camp. Pre-camp training dates are included.

JUNIOR POSITIONS	PERIOD OF EMPLOYMENT	HOURLY RATE	RESPONSIBILITIES AND REQUIREMENTS
Special Needs Counsellors	Mar. 10 – Mar. 16	\$11.00 - \$11.58 Up to 44 hrs/wk	<ul style="list-style-type: none"> • Must have experience working with children with special needs preferably in a recreational setting • Be comfortable and competent in the provision of varying levels of personal care • Be creative in planning and delivering individual age/ability appropriate activities • Be willing to be placed at any camp to work with children ages 3 to 14 years • Must be able to swim and skate
Sports Camp Counsellors	Mar. 10 – Mar. 16	\$9.60 - \$10.25 Up to 44 hrs/wk	<ul style="list-style-type: none"> • Experience in teaching soccer, basketball, lacrosse, baseball, football, track & field plus other group games • Previous camp experience an asset
Day Camp Counsellors	Mar. 8 – Mar. 16	\$9.60 - \$10.25 Up to 44 hrs/wk	<ul style="list-style-type: none"> • Experience in teaching various group games and sports/activities • Training and experience in programming and working with children ages 6 to 12 years within a recreation setting is an asset
Preschool Camp Counsellors	Mar. 8 – Mar. 16	\$9.60 – \$10.25 20 – 24 hrs/wk	<ul style="list-style-type: none"> • Training and experience in programming and working with children ages 3 to 6 years within a recreation setting is require
Arts Camp Counsellors	Mar. 9 – Mar. 16	\$9.60 - \$10.25 Up to 44 hrs/wk	<ul style="list-style-type: none"> • Must have an arts background in one or more of the following: drama, fine art, dance and/or vocal • Be available for all weekly camp performances • Training and experience in programming and working with children ages 6 to 14 years within a recreation setting is required
Dance Camp Counsellors	Mar. 9 – Mar. 16	\$9.60 - \$10.25 Up to 44 hrs/wk	<ul style="list-style-type: none"> • Must have a dance background that includes hip-hop, ballet and jazz • Other dance styles are an asset
Hockey Camp Counsellors	Mar. 8 – Mar. 16	\$9.60 - \$10.25 Up to 44 hrs/wk	<ul style="list-style-type: none"> • Hockey background (player, coach and/or instructional) • Experience in teaching hockey skills to children ages 5 to 12 • Previous camp experience an asset

Senior Positions – General Responsibilities and Requirements

- 1-3 years of supervisory experience in summer camps or related role
- Responsible to research, implement and deliver age-appropriate activities and special events weekly
- Assist with camp emergency procedures, complete appropriate paperwork and communicate accidents or incidents to Supervisor or designate
- Administrative Duties
- Customer Service
- Responsible to understand and adhere to policies and procedures of the City of Oshawa to assist in establishing rules and regulations governing the safety and conduct of all the participants
- Responsible to supervise campers at all times and adhere to daily camp schedules and guidelines
- Experience in teaching various group games, sports or other related activities
- Responsible for filling in for absent staff or when required
- Responsible to evaluate, supervise, schedule, complete payroll for staff and other administrative duties as required
- Handle all concerns, complaints and suggestions about the program in a professional manner, ensuring outstanding customer service
- Prepare and implement pre-camp in-service staff training
- Manage budget expectations
- Act as a resource for staff who require assistance when dealing with children who display inappropriate behaviours
- Assist camp staff in the continuing development of their skills, using proper “mentoring techniques” to achieve desired results
- Time management is an asset
- Ability to work without direction or direct supervision

Please see below for specific responsibilities and requirements of each position. Employment start and end dates are subject to change and could vary from camp to camp. Pre-camp training dates are included.

SENIOR POSITIONS	PERIOD OF EMPLOYMENT	HOURLY RATE	RESPONSIBILITIES AND REQUIREMENTS
Dance Camp Director	Mar. 8 – Mar. 16	\$14.93 - \$15.72 Up to 44 hrs/wk	<ul style="list-style-type: none"> • Must have a dance background that includes hip-hop, ballet and jazz • Other dance styles are an asset
Sports Camp Director	Mar. 8 – Mar. 16	\$14.93 - \$15.72 Up to 44 hrs/wk	<ul style="list-style-type: none"> • Possession of a Class “G” driver license in good standing, and daily access to a vehicle is an asset • Previous experience working with school-age (6-14 yrs.) children an asset • Previous experience in a supervisory role an asset • Must have a sports background and a vast understanding of a variety of sports including soccer, basketball, lacrosse, baseball, football, track & field plus other group games
Day Camp Director	Mar. 7 – Mar. 16	\$14.93 - \$15.72 Up to 44 hrs/wk	<ul style="list-style-type: none"> • Possession of a Class “G” driver license in good standing, and daily access to a vehicle is an asset • Previous experience working with school-age (6-14 yrs.) children an asset • Previous experience in a supervisory role an asset
Preschool Camp Director	Mar. 7 – Mar.16	\$14.93 - \$15.72 24-28 hrs/wk	<ul style="list-style-type: none"> • Previous experience working with pre-school age (3–6 yrs.) children an asset
Arts Camp Director	Mar. 7 – Mar. 16	\$14.93 - \$15.72 Up to 44 hrs/wk	<ul style="list-style-type: none"> • Must have an art background that includes dance, fine arts, music and drama • Previous experience working with school-age (6-14 yrs.) children an asset • Previous experience in a supervisory role an asset
Special Needs Co-ordinator	Mar. 7 – Mar. 18	\$14.93 - \$15.72 Up to 44 hrs/wk	<ul style="list-style-type: none"> • Must have experience working with children with special needs preferably in a recreational setting • Must have taken the City of Oshawa’s Inclusion Training program • Ensure a safe, accessible environment for individuals with varying abilities • Provide guidance, support and daily relief to Special Needs Counsellors • Provide direction and guidance to parents of individuals with special needs • Ensure specialized programming meets the needs of all campers and support is appropriately delivered and maintained • Act as a resource for staff who require assistance when working with children with special needs • Good organizational and communication skills are mandatory • Possession of a Class “G” driver license in good standing, and daily access to a vehicle is required
Hockey Camp Director	Mar. 7 – Mar. 16	\$14.93 - \$15.72 Up to 44 hrs/wk	<ul style="list-style-type: none"> • Must have a strong background in hockey with a minimum of 3 years of experience in a coaching/instructional setting • Previous camp and supervisory experience an asset