



Empowered Excellence

King is Hiring Camp Director

King Township is an idyllic countryside community of communities, proud of its rural, cultural, and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy, and celebrating our vibrant quality of life. As an organization, we are focused on providing superior customer service, quality programs and services, progressive leadership, responsible management, and staff that is empowered to achieve personal and organizational excellence in the delivery of municipal services.

Reporting to the Recreation Services Supervisor, the Camp Director is responsible for the following:

- Provides leadership and guidance to staff and volunteers. Perform weekly, mid-summer and year end staff evaluations.
- Organizes special events, special guests, and camp-wide initiatives.
- Monitors the use of equipment and supplies, conduct inventory counts and re- stock as needed.
- Completes related administrative tasks, including camp promotion, registration, programming, reports, etc. in a timely manner.
- Deals courteously and effectively with the general public, staff and other departments.
- Assists with the development and implementation of camp staff and volunteer training.
- Reports all concerns, accidents and incidents to immediate supervisor for follow-up and takes appropriate action.
- Understands, adheres to, and enforces Corporate Policies & Procedures, Confidentiality Guidelines, Emergency Procedures and Health and Safety Standards for all participants and staff.
- Models and practices HIGH FIVE®- Principles of Healthy Childhood Development (Participation, Play, Mastery, Friends and Caring Adult).
- Other related duties as assigned.

The successful applicant will possess:

- Minimum of 18 years of age and must have completed two (2) years of a University or College program.
- Knowledge of and experience with camp programs i.e. crafts, sports, games, special events and preschool activities.
- Ability to design, organize and implement a comprehensive camp program.
- Strong leadership skills. Ability to supervise others effectively.
- Excellent public, communication, leadership, and customer service skills.
- Ability to problem solve effectively.
- Valid First Aid and CPR C Certificate.
- HIGH FIVE® certification is considered an asset; Quest 2 certification an asset.
- Valid Class 'G' Driver's License and access to own vehicle. Driver's Abstract required upon request.

Hourly Rate: \$18.50/Hour

This position is subject to providing proof of full vaccination against COVID-19 in alignment with the Township Policy ADM-POL-163, COVID-19 Vaccination. Successful candidates will be required to be fully vaccinated with a Health Canada or the World Health Organization approved COVID-19 vaccine series with the final dose at least 14 days prior to your start date. To maintain ongoing fully vaccinated status, the successful candidate must also receive each dose/booster that may be required or recommended by Public Health. The Township will consider cases requiring accommodation as stipulated by relevant employment standards legislation or regulation and/or the Ontario Human Rights Code.

Qualified candidates are requested to forward their resume by **February 15, 2022 by 4:30pm** to:

Human Resources
2585 King Road
King City, Ontario
L7B 1A1
E-Mail: hr@king.ca

Please visit www.king.ca for full job description.

We thank all applicants and advise that only those selected for an interview will be notified.

Personal information (PI) is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321

We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#) and the Ontario Human Rights Code, the Township of King will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform Township Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.