



Making life better in King

**King is Hiring
Camp Director**

(Seasonal/Camp)

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 making life better in King, and enriching the lives of all those who live, work, and visit King Township by providing quality services and experiences.

Reporting to the Supervisor of Recreation and Business Services, 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/games.
- Monitors the use of equipment and supplies, conduct inventory counts and re- stock as needed.
- Supervision of on-site and off-site camps and staff.
- Responds to inquiries from parents/guardians and public.
- 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).
- Performs other related duties as required.

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 Standard First Aid and CPR C Certificate.
- HIGH FIVE® Principles of Healthy Child Development (PHCD) certification; Quest 2 certification an asset.
- Valid Class 'G' Driver's License and access to own vehicle.
- Driver's Abstract required upon request.

Wage Rate: \$20.50/hour

Qualified candidates are requested to forward their resume to hr@king.ca by **4:30 pm on March 15, 2024**,
Or to Human Resources at 2585 King Road, King City, Ontario, L7B 1A1

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](#), the Integrated Accessibility Standards Regulation 191/11 (IASR), 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.