



MARKHAM PUBLIC LIBRARY

Full-Time Summer Camp Director (Temporary position for 15 weeks)

Job Posting # 2023-02

Job Type: Full-Time - Contract (Summer)

Hours: 35 hours per week

Number of openings: 1

Posting Date: January 06, 2023

Closing Date: March 31, 2023, by 4:30 p.m.

Salary: \$20.50 per hour

Grade: N/A

Applications are now being received for a position in the Marketing and Community Development Department with the Markham Public Library. This position will rotate among all Markham Public Library branches that are facilitating summer camps.

VISION FOR THE POSITION

The Camp Director is responsible for all aspects of MPL Summer Camps. They are responsible for ensuring that all MPL Summer Camps participants experience an enjoyable, socially enriching development opportunity. They are also responsible for coaching all MPL Camp Supervisors and Camp Counsellors to ensure lessons are well executed and foster a love for learning.

The Camp Director oversees the integration of MPL's best practices into camp curricula, ensuring that the camps are developmentally and socially appropriate and support the learning outcomes identified by the library. The Camp Director develops camps that incorporate a range of literacies, including digital literacy and technology skills.

The Camp Director provides guidance and support for camp staff, maintains positive relationships with parents, staff and other camp stakeholders and is actively involved in community engagement opportunities throughout the summer that build strong community connections.

The Camp Director has a strong understanding of child development, learning styles, instructional design and recreational programming. They are an adept leader capable of inspiring, motivating and nurturing others. They are devoted to providing children with opportunities for fun in a safe and supportive environment and demands high standards for children's programming.

The Camp Director is also responsible for various administrative tasks, which include ordering supplies, coordinating schedules, and completing all necessary reports.

TYPICAL RESPONSIBILITIES

Coordinates Camp Programs

1. Oversees camps running at all MPL branches. Is responsible for ensuring that all applicable MPL and other relevant regulatory guidelines and policies are followed to ensure that camp participants are provided with a fun, safe and enriching experience.
2. Coordinates logistics of the camps, including scheduling for camp counsellors, coordinating supplies and communicating with branch staff about camp logistics. Provides on-site supervision at each branch on a rotational basis.
3. Completes all relevant reporting for the camps.
4. Identifies metrics associated with camps, including inputs, outputs and outcomes. Identifies appropriate measures to determine the success of the programs.

Supervises Camp Staff

5. Supervises the work of the Camp Supervisors and Counsellors and monitors overall performance of the camps to ensure excellence for campers and their parents. Ensures the Counsellors receive appropriate support while running MPL's camps and assists as necessary with issues related to curricula, participants, parents or staff.
6. Facilitates training session for all Camp Counsellors and Supervisors. Ensures camp staff receive an orientation to the summer camps and assists with their overall onboarding and ongoing support throughout the season.
7. Recruits, trains and schedules camp volunteers. Trains volunteers to assist in the camps by providing support to camp staff, preparing craft materials, and helping participants with camp activities.
8. Coaches camp staff on effective facilitation and programming and motivates and inspires them to be fully engaged in delivering the camp curricula.
9. Ensures the camp staff experience a valuable and enriching work experience through mentoring and skill development.
10. Models effective leadership for Camp staff. Works with camp staff to create a strong team of responsible camp leaders and to create an inclusive environment for all camp staff, volunteers and participants.
11. Integrates best practices into the training and staff manuals for MPL camps. This includes High Five training and use of any appropriate administrative policies for the camps.

Camp Curricula Development

12. Determines the overall program plan for each camp based on the stated learning outcomes developed by MPL staff. This includes ensuring the activities are age appropriate and are planned so as to provide high quality learning experiences for campers.
13. Prepares camp activities according to MPL's standards for quality. Ensures that camp activities are enriching, developmentally appropriate and socially inclusive. Prepares staff manuals for camp staff that includes all camp curricula, activities, and administrative documents.
14. Evaluates summer camps to determine if curricula achieves learning outcomes. Recommends changes to the curricula as necessary.
15. Prepares camp supplies and materials. Responsible for coordinating resources required for the camp. Coordinates purchases of supplies and manages reservations for equipment as required.

Customer Service

16. Responds to inquiries and feedback from parents of camp participants promptly and effectively. Assists camp staff in resolving issues related to participants that require intervention. Works with parents to ensure that the camp experience is positive for all participants.
17. Works with the appropriate personnel to resolve escalated issues including customer concerns or issues related to camp staff.
18. Represents MPL at community events and festivals as necessary. Assists with promotional activities related to the camps.
19. Liaises with MPL staff to ensure the camps run well and that staff are informed of any incidents impacting customer service. Provides feedback on opportunities to improve the camp experience.
20. Conducts evaluations on the summer camps for the purposes of continuous improvement. Provides constructive feedback to management, camp staff and volunteers for the purposes of development.

21. Assists with delivering summer camps as required.

Other Responsibilities

22. Performs other duties as required.

QUALIFICATIONS

1. The Camp Director must be enrolled in a post-secondary program at an accredited institution.
2. Minimum 3 years related experience in a camp or other recreational setting. Experience working with children is required.
3. Current First Aid and High Five certifications are required.
4. Candidates applying are expected to have demonstrated experience with a variety of digital media and maker technologies.
5. Successful candidates must have a valid Vulnerable Sector Screening prepared within the last six months.
6. Reliable access to transportation to each MPL branch is a must.

DEMONSTRATED SKILLS

1. Demonstrated leadership capacity. Proven ability to motivate and coach others. Ability to foster teamwork and accountability.
2. Ideal candidate is positive, enthusiastic and passionate about the learning experiences of children. He/she is highly motivated, is proactive, energetic and comfortable in a wide range of situations where interacting with customers and members of the public is required.
3. Strong organizational ability. Must be able to work independently and take initiative. Requires ability to make decisions and exercise good judgment.
4. Strong interpersonal and communication skills. Ability to communicate with a diverse clientele base. Ability to communicate effectively with parents, children, staff, volunteers and other camp stakeholders. Communicates proactively with MPL staff to ensure camp priorities are well understood. Communicates with camp staff and volunteers located at different branches across the system.
5. Exceptional customer service skills. Ability to work with a wide variety of ages and demographic groups.
6. Ability to work weekends and evenings as required.

Note: Contract period is from May 23 to September 1, 2023

Please note that Markham Public Library is open 7 days per week, and weekend work might be required.

All interested candidates are asked to submit a resume and covering letter indicating how they meet the qualifications of the position to:

E-mail: jobposting@markham.library.on.ca

Please quote the job posting **#2023-02** in the Subject line.

Markham Public Library has established a mandatory vaccination requirement for staff related to the COVID-19 pandemic. As a result, should you be a successful candidate for a position with the Markham Public Library, you will be required to provide proof of full vaccination upon a conditional offer of employment. Should you require accommodation in accordance with the Human Rights policy with respect to your vaccine status, you will be required to disclose that at the time of the conditional offer so that an accommodation can be developed prior to your start date.

Markham Public Library offers accommodation for applicants with disabilities in compliance with the Accessibility for Ontarians with Disabilities Act (AODA). Should you require a code-protected accommodation through any stage of the recruitment process, please make them known when contacted, and we will work with you to meet your needs.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.