



MARKHAM PUBLIC LIBRARY

Full-Time Summer Camp Supervisor (Temporary position for 13 weeks)

Job Posting # 2023-03

Job Type: Full-Time - Contract (Summer)

Hours: 35 hours per week

Number of openings: 7

Posting Date: January 06, 2023

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

Salary: \$18.50 per hour

Grade: N/A

Applications are now being received for four positions in the Marketing and Community Development Department with the Markham Public Library. Camp Supervisors will be assigned to oversee 2-3 camps each. The groupings of camps each have a different learning focus and candidates will be assigned to a group of camps based on their interest and skill set. The learning focuses include: STEAM, Engineering, Technology (2), Academic (2) and Preschool. Each Supervisor will oversee a set of camps at **all** of the following branches: Aaniin, Angus Glen, Cornell, Markham Village, Thornhill Community Centre and Unionville. Candidates must be able to travel to the assigned location each week. Candidates are asked to state their preferred Learning Focus in their application.

VISION FOR THE POSITION

The Camp Supervisors are responsible for daily oversight of the camps running at six of the Markham Public Library branches. Each Supervisor is responsible for the delivery of 2-3 camps in a specified Learning Focus; he or she brings their own passion and expertise to these camps to ensure campers have an excellent camp experience.

The Camp Supervisors are responsible for the effective delivery of camp activities that build campers' critical thinking skills, problem solving strategies and communication skills. The Camp Supervisors provide support and coaching to Camp Counsellors to effectively implement inquiry-based, product-oriented instruction for the campers that will enhance campers' knowledge, understanding and application of Science, Technology, Engineering, Arts and Mathematics (STEAM) and other general academic content/concepts.

The Camp Supervisors provide support for administration of the camp's health and safety policies and runs specialized activities to enhance the camp experience. He or she also provides coverage in the camp as necessary in the event of camp staff absences.

The Camp Supervisors ensure that camp counsellors and participants enjoy an enriching, inclusive camp experience. He or she creates an excellent experience for parents and works collaboratively with the Camp Director and MPL staff to focus on continuous improvement of camp activities and proactively supports content that meets the camp's learning outcomes.

TYPICAL RESPONSIBILITIES

Supervises Camp Programs

1. Each Camp Supervisor oversees the effective delivery of the camps they are responsible for at all participating branches over the course of the summer. The Camp Supervisor travels to each branch to deliver their camp per the outlined camp schedule.
2. The Camp Supervisor ensures the camp activities are approved for delivery and meet the learning outcomes for the camp.

3. The Supervisor oversees the delivery of camp content and provides support to camp counsellors on the delivery of activities to ensure high-quality, inquiry based learning is maintained.
4. Ensure camps are delivered within a safe learning environment that motivates campers.
5. Reports problems and seeks advice from the Camp Director when needed.

Develops and Delivers Camp Content

6. Develops daily plans for the camps by selecting the appropriate sequence of activities to run.
7. Refines activities based on campers' needs and interests.
8. Works collaboratively with appropriate camp staff on the content of the instructional aspects of the camp and related activities
9. Assists Camp Counsellors with modifying activities in order to support different campers' abilities and learning preferences. Ensures camp activities are inclusive, equitable and fun.
10. Runs specialized activities in camp, e.g. Supervisor for the Technology camp may run a 3D Printing demonstration, etc.
11. Ensures camp supplies are prepared; coordinates with Camp Director to procure necessary supplies and equipment. Responsible for ensuring supplies are transported to the branch where the camp is being offered each week.
12. Assists with camp icebreakers each morning to welcome campers and facilitate effective group participation. Stimulates campers' interest in individual and group activities.

Collaboration and Teamwork

13. Collaborates with the Camp Director on the development of camp content
14. Provides coaching and guidance to Camp Counsellors on the effective delivery of camp content.
15. Cultivates effective teamwork amongst camp staff and ensures effective communication within the team by working cooperatively and amicably with other staff members.
16. Develops effective relationships with MPL staff including branch staff.
17. Assists with training Camp Counsellors on the delivery of camp activities.
18. Assists with the recruitment and training of volunteers to assist in the camps. Ensures volunteers are effectively supporting campers and contributing positively to the camp experience.

Customer Service

1. Works with parents to address any specific requirements for campers and to resolve any concerns or issues related to camps.
2. Provides effective internal customer service by proactively communicating information about camps to branch staff.
3. Communicates proactively with parents to provide information about camp activities and their children's experiences. Provides feedback to keep parents engaged in the learning process.
4. Assists with camp promotions where necessary.

Other Responsibilities

5. Performs other duties as required.

QUALIFICATIONS

1. Camp Supervisors must be enrolled in a post-secondary program in a relevant field (i.e. teaching, engineering, computer science etc.) at an accredited institution.
2. Minimum 2 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. Successful candidates must have a valid Vulnerable Sector Screening prepared within the last six months.
5. Camp Supervisors must have reliable access to transportation to each MPL branch, and to and from community events.

DEMONSTRATED SKILLS

1. Demonstrated leadership capacity. Proven ability to take charge and motivate others. Ability to foster teamwork and accountability. Ability to supervise peers of a close age.
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. Must be able to work independently and take initiative. Requires ability to make decisions and exercise good judgment.
4. Ability to observe and assess staff and camper behaviour, enforce safety regulations and emergency procedures, and apply appropriate behaviour management techniques.
5. Strong interpersonal and communication skills. 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. Ability to communicate effectively with parents, children, staff, volunteers and other camp stakeholders.
6. Exceptional customer service skills. Ability to work with a wide variety of ages and demographic groups.
7. Ability to work weekends and evenings as required.

Note: Contract period is from June 5 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 **#2023-03** 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.