



## MARKHAM PUBLIC LIBRARY

### **Full-Time Summer Camp Counsellors (Temporary position for 10 weeks)**

Job Posting # 2023-04

Job Type: Full-Time - Contract (Summer)

Hours: 35 hours per week

Number of openings: 15

Posting Date: January 06, 2023

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

Salary: \$16.00 per hour

Grade: N/A

Applications are now being received for fifteen positions in the Marketing and Community Development Department with the Markham Public Library. The positions will be assigned to deliver camps for the summer at participating branches. Aaniin, Angus Glen, Cornell, Markham Village, Thornhill Community Centre and Unionville Library.

#### **VISION FOR THE POSITION**

MPL Camp Counsellors deliver MPL's literacy and technology based summer camp programs, creating a dynamic, inclusive and supportive environment for participants. Camp Counsellors are enthusiastic, energetic and outgoing individuals with a passion for working with children to create fun and social learning experiences. Camp Counsellors develop activities that engage camp participants, support literacy development and promote lifelong reading. Camp Counsellors possess exceptional interpersonal skills and are dynamic communicators. Camp Counsellors are responsible individuals with an enthusiasm for public libraries and demonstrated success in children's programming or instruction. They have a passion for helping children learn, and are highly skilled at supporting children's different learning styles and social development.

#### **TYPICAL RESPONSIBILITIES**

##### *Delivers Camp Programs*

1. Delivers camp programs focusing on different learning outcomes to children between the ages of 4 and 12.
2. Delivers camp content on a variety of themes including STEAM, technology, engineering, leadership, public speaking, digital media and other topics that related to MPL's mandate.
3. Creates a positive and supportive learning environment by responding to the individual learning needs of participants and ensuring that all participants benefit from the camp experience.
4. Encourages social interaction and pro-social skills. Ensures a collaborative and inclusive environment for all camp participants.
5. Assists with the preparation of camp activities, crafts, supplies and other programming materials.
6. Creates fun.

##### *Leadership in the Camps*

7. Supervises children in a day camp setting and ensures the safety and security of participants throughout the program.
8. Follows library policies and procedures while delivering camp programs.
9. Role models positive, inclusive behaviour for participants, and ensures the inclusion of all members of the camp through group activities. Stimulates campers' interest in individual and group activities.

10. Communicates effectively with library staff, peers, camp participants and their parents.
11. Interacts effectively with the camp staff as a total system, with campers' best interests in mind.
12. Provides direction to camp volunteers. Ensures volunteers participate in camp activities and are given direction to complete assignments and tasks to support the effective delivery of camp activities.

#### *Customer Service*

13. Provides quality customer service and contributes to the participants' positive library experience.
14. Addresses any comments or concerns from customers and provides appropriate solutions to enhance their camp experience.
15. Reports problems and seeks advice and support from the Camp Supervisor when necessary to ensure all customer needs are rapidly and effectively solved.
16. Provides excellent internal customer service by communicating proactively with branch staff and other MPL stakeholders.
17. Communicates effectively with parents and provides feedback on their children's camp experience.

#### *Other Responsibilities*

18. Performs other duties as assigned.

### **QUALIFICATIONS**

1. Students enrolled in a post-secondary program preferred. Students pursuing studies in early childhood education, recreation, or other areas related to children and learning will be given priority.
2. Demonstrated experience working with children in a day care, recreation or preschool setting.
3. The camp counsellor position works at various MPL locations, and accessibility to these locations is the responsibility of the incumbent.
4. Current first aid certification required.
5. High Five certification preferred.

### **DEMONSTRATED SKILLS**

1. Has an interest in and understanding of early childhood development including the development of pre-literacy skills.
2. Has exceptional interpersonal skills and the ability to interact positively with library customers and campers from diverse cultures.
3. Strong leadership skills and exceptional oral communication skills required.
4. Demonstrated skills in motivating children.
5. Patient, enthusiastic, self-controlled and dependable.

**Note: Contract period is from end of June 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](mailto:jobposting@markham.library.on.ca)**

Please quote the job posting **#2023-04** 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.