



MARKHAM PUBLIC LIBRARY

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

Job Posting # 2023-63

Job Type: Full-Time - Contract (Summer)

Hours: 35 hours per week

Number of openings: 15

Posting Date: December 18, 2023

Closing Date: February 9, 2024, by 4:30 p.m.

Salary: \$16.55 per hour

Grade: N/A

Applications are now being received for 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.

VISION FOR THE POSITION

Camp Counsellors deliver Markham Public Library's literacy and technology-based summer camp programs, creating a dynamic, inclusive, safe and supportive environment. They are enthusiastic, energetic and outgoing and have a passion for working with children and creating fun and social learning experiences. They facilitate activities that engage participants, support literacy development and promote lifelong learning. Camp Counsellors possess exceptional interpersonal skills and are dynamic communicators. They are responsible and have an enthusiasm for public libraries and demonstrated success in children's programming or instruction, 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 from ages 4 to 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 benefit from the camp experience.
4. Encourages social interaction and pro-social skills. Ensures a collaborative and inclusive environment for all 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, including signing the campers in and out safely using authorized pick-up lists.
8. Follows library policies and procedures while delivering camp programs.
9. Role models positive, inclusive behaviour for participants, ensuring 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. Usually first point of contact for parents, coordinating sign in and out of campers, checking identification, etc.
11. Interacts effectively and collaborates with all camp staff, working effectively as a team and bearing campers' best interests in mind.
12. Assists Camp Supervisors in providing direction to camp volunteers. Ensures that volunteers participate in camp activities and are given direction to complete assignments and tasks supporting the effective delivery of camp activities.

Customer Service

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

Other Responsibilities

18. Maintains an organized and tidy camp environment, ensuring equipment and supplies are stored appropriately.
19. Performs other duties as assigned.

QUALIFICATIONS

1. Students enrolled in a post-secondary program preferred. Priority given to students pursuing studies in early childhood education, recreation, or other areas related to children and learning.
2. Demonstrated experience working with children in a day care, recreation or school setting.
3. Must have reliable access to transportation to each MPL branch.
4. Current first aid certification preferred.
5. High Five certification preferred.
6. Successful candidates must have a valid Vulnerable Sector Screening prepared within the last 6 months.

DEMONSTRATED SKILLS

1. Interest in and understanding of early childhood development including the development of pre-literacy skills.
2. Exceptional interpersonal skills and the ability to interact positively with library customers and campers from diverse cultures.
3. Strong leadership skills and exceptional oral communications skills required.
4. Demonstrated skills in motivating children.

5. Patience, enthusiasm, self-control and dependability.
6. Ability to work weekends and evenings as required.

Note: Contract period is from end of June to August 30, 2024.

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 **#2023-63** in the Subject line.

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.