



## MARKHAM PUBLIC LIBRARY

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

Job Posting # 2024-67

Job Type: Full-Time - Contract (Summer)

Hours: 35 hours per week

Number of openings: 7

Posting Date: December 13, 2024

Closing Date: February 10, 2025, by 4:30 p.m.

Salary: \$20.20 per hour

Grade: N/A

Applications are now being received for positions 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**

Camp Supervisors are responsible for daily oversight of the camps running at Markham Public Library (MPL) branches. Each Supervisor is responsible for the delivery of 2-3 camps in a specified Learning Focus; they bring their own passion and expertise to these camps to ensure participants have an excellent camp experience.

The positions are responsible for the effective delivery of camp activities building campers' critical thinking skills, problem solving strategies and communication skills. They provide support and coaching to Camp Counsellors to effectively implement inquiry-based learning that enhances campers' knowledge, understanding and application of Science, Technology, Engineering, Arts and Mathematics (STEAM) and other general academic content or concepts. They also provide support for administration of the camp's health and safety policies and run specialized activities to enhance the camp experience.

The positions ensure that camp counsellors, volunteers and participants enjoy an enriching, inclusive camp experience. They create an excellent experience for parents and work collaboratively with the Camp Director and MPL staff to focus on continuous improvement of camp activities and proactively support content that meets the camp's learning outcomes.

#### **TYPICAL RESPONSIBILITIES**

##### ***Develops and Delivers Camp Content***

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

### ***Supervises Camp Programs***

8. Each Supervisor oversees the effective delivery of the camps for which they are responsible 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.
9. Ensures the camp activities are approved for delivery and meet the learning outcomes for the camp.
10. Oversees the delivery of camp content and provides support to camp counsellors on the delivery of activities to ensure that high-quality, inquiry-based learning is maintained.
11. Ensures that camps are delivered within a safe learning environment that prioritizes campers' safety. Keeps accurate records including attendance, sign in/sign out logs, incident reports, camp resources, and all other camp forms.
12. Reports problems and seeks advice from the Camp Director or Branch Supervisor/Manager when needed.

### ***Collaboration and Teamwork***

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

### ***Customer Service***

18. Works with parents to address specific requirements for campers and to resolve any concerns or issues related to camps.
19. Provides effective internal customer service by proactively communicating information about camps to branch staff.
20. 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.
21. Assists with camp promotions where necessary.

### ***Other Responsibilities***

22. Some cash handling may be required in relation to lunch program for campers.
23. Guides the Camp Counsellor and volunteers in maintaining an organized and tidy camp environment, ensuring that equipment and supplies are stored appropriately.
24. Performs other duties as required.

### **QUALIFICATIONS**

1. Enrolment in a post-secondary program in a relevant discipline (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 6 months.
5. Must have reliable access to transportation to each MPL branch.

### **DEMONSTRATED SKILLS**

1. Demonstrated leadership capacity. Proven ability to take charge and motivate others. Ability to foster teamwork and accountability. Ability to supervise peers who are close in age.
2. The ideal candidate is positive, enthusiastic and passionate about the learning experiences of children. They are highly motivated, proactive, energetic and comfortable in a wide range of situations involving interaction with customers and members of the public.
3. Ability to work independently and take initiative, and 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 the beginning of June to August 30, 2025**

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 **#2024-67** 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.**