



JOB POSTING: Summer Day Camp/Volunteer Leader Temporary Full Time (37.5 Hours per Week)

Who are we?

Parkgate Community Services Society (PCSS) is a registered, not-for-profit charitable organization that provides programs and services to our friends and neighbours at Parkgate Community Centre and satellite locations east of the Seymour River. PCSS exists to serve the community, and our team works in partnership with more than 320 volunteers to develop and deliver responsive programming that meets community need leveraging community resources. We provide services to youth and seniors and we operate an extensive child care and family services program. With more than 120 people on staff over the course of the year, we are a diverse and welcoming team committed to making this a great place to live, work and play. We value innovation, teamwork, excellence, collaboration, inclusiveness and accountability, and pride ourselves on being community-driven, community-inspired and community-supported.

What's the job?

Parkgate Community Services Society is pleased to offer an exciting opportunity for a Full Time Summer Day Camp/Volunteer Leader to work as part of a team in our summer camps, from June 17 to August 30, 2019 at Parkgate Community Centre. We provide high quality, well-respected day camp experiences for children aged 5-12 year of age.

- Must be available to work 37.5 hours a week, Mon–Fri for the contract term
- Must attend a mandatory 7 hour training session in June

What you will get to do

- Participate in the recruitment and orientation of volunteers for summer camps located at Parkgate Community Centre
- Schedule volunteers, making changes and adjustments as needed
- Provide supervision and support to the volunteers, including collecting and sharing feedback the Camp Supervisors
- Participate and engage with children in an enthusiastic, respectful, friendly manner
- Communicate positively and professionally with colleagues, volunteers and families
- Assist with Parkgate Society summer activities and events as needed

Who are we looking for?

- Prior experience as a volunteer, especially in Parkgate camps is preferred
- Administrative and organization skills are a must
- Proficiency with Microsoft Office, including Word, Excel and Outlook



- Must have training that meets the Community Care Facilities Licensing requirements for a “Responsible Adult” (or must be willing to obtain the 20 hours of training)
- Current Child Safe First Aid certificate
- Previous experience in a day camp program or licensed school age program
- Ability to work independently and as part of a team
- Ability to build and maintain excellent relationships with children and high school students
- Minimum 1st year post-secondary student
- Excellent communication skills
- Clear criminal record check

HRSDC Canada Summer Jobs Grant

This position is partially funded through the HRSDC Canada Summer Jobs Grant.

In compliance with HRSDC Summer Jobs Grant guidelines, **applicants must be between the ages of 15 to 30 years old.**

Remuneration

\$18.00/hour

How to Apply:

Please forward your resume and cover letter by email with the heading, *Summer Day Camp Volunteer Leader* to hr@myparkgate.com by 5pm on May 21, 2019.

We thank all applicants but only shortlisted candidates will be contacted.

Thank you for your interest in employment opportunities with PCSS!