

Ryerson Summer Day Camps



Staff Application Guide

2019 Season

www.ryersonsummerdaycamps.com

Hello!

Thanks for your interest in a staff position with Ryerson Summer Day Camps!

Since 1984, we have offered an outstanding Summer Camp program to families from Toronto, throughout the GTA, and around the world. Each summer, we hire a staff team of fun, qualified, caring, and committed leaders. Each staff member helps make a meaningful and lasting contribution for our campers.

A staff position at Ryerson Summer Day Camps is uniquely rewarding. Staff members have the opportunity to work with children, spend their summer on the beautiful campus of Ryerson University, and collaborate with others who have one thing in common: a strong desire to provide exceptional summer experiences to children and youth in a safe and positive community. At Ryerson Summer Day Camps, you can be yourself. You can share your talent and creativity with an amazing staff team. And you can make a difference in the lives of our campers.

We are proud to boast a facility that is second-to-none. Situated in the heart of downtown Toronto, our Day Camp program has access to the exceptional facilities of Ryerson University. Campers enjoy activities at the Recreation & Athletic Centre (four gyms, two studios, squash courts), in academic spaces (for our science, engineering, architecture, journalism, robotics, and film programs), and across the urban University campus. We also host camps at the historic Mattamy Athletic Centre (in the former Maple Leaf Gardens).

If you are looking for a summer job that challenges you to grow and learn, but also fun and immensely rewarding, then a staff position with Ryerson Summer Day Camps is for you!

Please take some time to review this Guide and to also visit our website (www.ryersonsummerdaycamps.com) for more information about our programs.

If you have questions about a staff position with us, please contact me by phone (416-979-5000 ext. 3334) or email (mike.stewart@ryerson.ca).

We look forward to hearing from you!



Mike Stewart
Camp & Aquatics Coordinator

ABOUT US

Ryerson Summer Day Camps has offered safe and fun summer experiences since 1984. Children aged 6 – 17 years are welcomed to the beautiful campus of Ryerson University in downtown Toronto for a Day Camp program that is renowned for its high-quality instruction, and experienced and caring camp staff.

Developed through Ryerson's Department of Athletics & Recreation, the Day Camp offers almost limitless options to campers. Most Day Camp programs are one week in length, though many campers attend for multiple weeks and try different programs that interest and challenge them. In addition to our recreation camps, we offer sport camps in partnership with varsity teams as well as specialty camps through various faculties at Ryerson and other program providers. We also offer a two-year Leader In Training program for teens.

We are an accredited member of the Ontario Camps Association. We are active members of the Canadian Camping Association and International Camping Fellowship.

WHERE ARE WE?

Ryerson Summer Day Camps is hosted on the campus of Ryerson University in downtown Toronto. Most of our camps run out of the Recreation & Athletic Centre, on the main University campus northeast of Yonge and Dundas streets (near Dundas subway station).

Some of our sport camps are hosted at the Mattamy Athletic Centre, Ryerson's state-of-the-art athletic complex in the former Maple Leaf Gardens on Carlton Street (a five minute walk north of the main campus).

WHAT PROGRAMS DO WE OFFER?

Our longest running, most popular program is Multi-Sport, which offers campers an opportunity to enjoy a variety of sport and camp-style activities (basketball, dodgeball, floor hockey, crafts, swimming, camp wide games, and more) delivered within the Long Term Athlete Development framework.

As the popularity of Ryerson Summer Day Camps has grown so have the program offerings available. In recent years, we have offered:

- Ice Hockey (sport)
- Soccer (sport)
- Basketball (sport)
- Eureka (in partnership with the Science and Engineering departments)
- Architecture (in partnership with the Architecture department)
- News Academy (in partnership with the Ryerson School of Journalism)
- Design-a-Bot (in partnership with Ryerson Library and the Architecture department)
- Digital Creativity (in partnership with the Architecture department)
- Leader In Training (LIT)

Offsite programming can involve visits to various attractions and landmarks around Toronto.

Ryerson Summer Day Camps is a proud member of and/or offers programs through:

- Ontario Camps Association
- Canadian Camping Association
- International Camping Fellowship
- Ontario University Athletics
- U Sports
- Canadian Red Cross

WHO OPERATES THE CAMP?

Most Ryerson Summer Day Camp programs are offered by the Department of Athletics & Recreation at Ryerson University, while some are offered in partnership with other departments across the University.

WHAT IS A TYPICAL DAY?

Although we follow a schedule similar to this, each day at Camp is unique:

8:00 – 8:30 am – Before Care program for early arriving campers

8:30 am – Camper drop off

9:00 am – Morning Circle

9:15 am – Program Rotations

10:45 am – Morning Snack

11:00 am – Program Rotations

12:00 pm – Lunch

1:00 pm – Program Rotations

3:00 pm – Afternoon Snack

3:15 pm – Program Rotations

4:15 pm – Closing Circle

4:30 pm – Camper departures

5:00 – 5:30 pm – After Care program for late pickup campers

WHO ATTENDS OUR DAY CAMPS?

We welcome campers from neighbourhoods in Toronto and throughout the Greater Toronto Area. We have also had campers travel from England, Japan, Italy, Mexico, Israel, Denmark, Hong Kong, and from across Canada to attend Camp with us.

Our summer campers range in age from 6 to 17 years. Each Summer Camp period is one week in length from Monday to Friday (excluding statutory holidays). Our Leader In Training programs are multi-week commitments.

WHO LEADS RYERSON SUMMER DAY CAMPS?

Mike has over 25 years of summer camp experience and has provided day-to-day leadership to the Camp program since 2013. Mike is a graduate of the University of Toronto (Bachelor of Education) and Trent University (Bachelor of Arts). For six years, he served as Co-Director at Camp Wenonah (Muskoka, ON) where he provided leadership to both the summer camp and outdoor education programs. He also worked as a leadership director, counsellor, and one-on-one support worker for children with special needs at Camp Couchiching (Orillia, ON). Mike worked as Program Manager with Amici Camping Charity, an organization that helps support underprivileged children to attend Ontario summer camps. Mike sits on the Board of Directors for Canadian Camping Association, and is a former Board member with the Ontario Camps Association. Mike is an active volunteer in the camp community, currently serving as the General Sessions Chair of the OCA Annual Conference and also contributing to the OCA's Equity & Diversity Committee. In recognition of his volunteer work and professional experience in the field of children and youth summer camps, he has received the Jack Pearse Award of Honour from the Canadian Camping Association, the Ron & Mickey Johnstone Youth Leadership Award (Ontario Camps Association), Volunteer Recognition Award (CCA), and Award of Merit (International Camping Fellowship).

Mike is supported by the leadership team in Ryerson's Department of Athletics, including Jeff Giles (Interim Director of Athletics & Recreation), Andrew Pettit (Manager of Recreation), and Heather Adam (Director of Operations and Strategy).

The seasonal Day Camp leadership team includes our Seasonal Camp Coordinator, Sport Camps Lead, Recreation Camps Lead, Specialty Camps Lead, Health & Wellness Lead, and the Leadership Facilitators.

CAMP STAFF

Ryerson Summer Day Camps staff members have a strong passion and demonstrated interest in working with children, youth, and teens. Each staff member takes initiative to create a community, and contribute to a community, that is centred on the needs of our campers. Staff members are committed to providing each camper with a fun, safe, and memorable summer camp experience. Day Camp staff are selected for their skills as leaders, teachers, mentors, and creative programmers.

Day Camp staff are teachers, coaches, recreation professionals, university graduates/students, varsity athletes, and senior high school students. All staff members hold First Aid and CPR certification, and pool staff are qualified lifeguards. Ryerson Summer Day Camp staff members must successfully complete a criminal background check prior to the start of their employment.

All Day Camp staff are required to apply to us each year, whether they are returning staff or new applicants. New staff members complete an interview with us, and they must demonstrate a strong ability and desire to work with young people.

WHAT STAFF TRAINING IS AVAILABLE?

PreCamp Staff Training is a ten-day commitment prior to the start of the summer. All Day Camp staff are required to participate fully in staff training.

We have tentatively scheduled the following dates for PreCamp Staff Training:

- Monday, June 17 – Friday, June 21, 2019 (9:00 am – 5:00 pm)
- Monday, June 24 – Wednesday, June 26, 2019 (9:00 am – 5:00 pm)

PreCamp includes a general orientation to the Day Camp program, opportunities to develop camper leadership skills, a variety of workshops (equity and diversity, health and safety, goal setting, teamwork, emotional and social growth), and in-depth training in long-term athlete development framing the sports and activities that we offer.

WHAT CAN I LOOK FORWARD TO AS A STAFF MEMBER?

Each year, we invite some staff members to attend the annual Ontario Camps Association Counsellor Conference held in May. The Conference presents opportunities to meet camp staff from across the province, and to learn from some of the most renowned leaders in camping today.

During their contract, Camp staff also have access to the fitness facilities and gyms at the Recreation & Athletic Centre.

We also organize staff social events, such as a dinner out, attending a baseball game, or visiting the CNE.

ACCESSIBILITY

Ryerson University is committed to accessibility for individuals with disabilities. If you require any accommodations for accessibility at any point during the application process, please let us know.

DIVERSITY

Ryerson University is strongly committed to fostering diversity within our community. We welcome those who would contribute to the further diversification of our staff, our faculty and its scholarship including, but not limited to, women, visible minorities, Aboriginal people, persons with disabilities, and persons of any sexual orientation or gender identity. Please note that all qualified candidates are encouraged to apply but applications from Canadians and permanent residents will be given priority.

INCLUSION

Ryerson Summer Day Camps is committed to creating a welcoming community where everyone is accepted, included, and celebrated.

We believe in:

- ✓ Creating fair opportunities for everyone at Camp
- ✓ Making sure everyone at Camp feels safe

We must:

- ✓ Communicate and work together with everyone in our community
- ✓ Invite everyone at Camp to share their ideas and have their voices heard

We understand that:

- ✓ We need to keep an open mind
- ✓ We must continue to learn about how we can include, accept, and celebrate everyone at Camp

We will work towards:

- ✓ Continuing to build a community where everyone feels welcome, safe, and included
- ✓ Encouraging everyone to share and participate at Camp

STAFF POSITIONS FOR THE 2019 SEASON

The Seasonal Camp Coordinator is hired as part of a separate process. If you are interested in learning more about this position, please contact Mike Stewart.

The Recreation Camps Lead, Sport Camps Lead, Specialty Camps Lead, and Health & Wellness Lead team up with our Seasonal Camp Coordinator to make up our seasonal Leadership Team.

The LIT Facilitators, Camp Lead Lifeguard, Sport Counsellors, and Camp Counsellors are responsible for the day-to-day supervision and instruction in camper groups.

LEADERSHIP TEAM

Recreation Camps Lead

Positions available: 1 (includes employment in advance of PreCamp staff training)

Minimum Requirements:

- One of: University degree or enrollment in university / College diploma or enrollment in college / College program in a related field or commensurate education / experience
- Minimum 3 seasons of camp staff (or similar) experience, including significant experience leading and organizing activities for children
- Well-developed interpersonal, and relationship building skills; ability to establish rapport and excellent communication with campers, parents/guardians, and staff
- Demonstration of strong leadership skills developed through progressively responsible experience in a supervisory role
- Proven ability to work as a team member in a fast-paced environment
- Ability to encourage and motivate staff, and acknowledge and appreciate contributions
- Previous teaching experience in camp program areas (certification is an asset)
- Desire and ability to provide leadership to children in activity groups
- Excellent written and oral communication skills
- Self-starter and organizer
- Current Standard First Aid and CPR 'C'
- Successful completion of a criminal background check

The Recreation Camps Lead has overall responsibility for activities offered as part of our Multi Sport and Leader In Training programs, as well as overall responsibility for campers and LITs in this section. This includes organizing rotational activities, full group programs, overseeing program quality, and also managing the experience of campers in this section from emotional and social perspectives. The Recreation Camps Lead reports to the Seasonal Camp Coordinator, and is responsible for Multi Sport Counsellors, Leader In Training Facilitators, and Program Staff.

Specific Responsibilities:

- Create group rotational schedule for Multi Sport groups, accounting for availability of facilities and interest of campers
- Provide support to Leader In Training Facilitators to create rotational schedules and curriculum
- Develop and/or adapt activity lesson plans to be followed by Multi Sport Counsellors
- Audit and evaluate all Multi Sport and Leader In Training programming, providing feedback to staff members and recommendations to the Leadership team
- Facilitate large group Multi Sport activities, including All Group programs, lunch programs, and other special activities
- Ensure emotional, social, and physical well-being of all Multi Sport campers and Leaders In Training
- Act as a liaison with the Camp Coordinator, Health & Wellness Lead, and Counsellor(s) regarding any Multi Sport or Leader In Training participant issues (including, but not limited to, bullying, difficult behavioural issues, social issues)
- Initiate conversations with Multi Sport or Leader In Training campers who are experiencing specific challenges while at Camp, and attempt to solve these issues in a positive manner
- Develop "action plans" for campers in need for the duration of their stay
- Review camper files to develop knowledge of anticipated campers in need
- Contact camper families regarding camper challenges in advance of, during, and after Camp as necessary
- Provide opportunities within the group experience that allow for success of individual campers and the group
- Coordinate Multi Sport and Leader In Training swim schedule
- Provide direction and support to Camp Lead Lifeguard
- Supervise campers during Before Care, After Care, lunch times, and Counsellor breaks as assigned
- Assist Camp Coordinator to oversee Day Camp and Ontario Camps Association standards within all camp programs
- Ensure all Camp activities are proactive in health and safety, and that risk management plans are in place
- Assist with development of staff training schedule, and provide leadership to workshops as assigned
- Prepare for, and actively participate in, staff training and meetings
- Set the example for campers and others including cleanliness, punctuality, and sportsmanship
- Follow and enforce Day Camp rules as outlined in the Staff, Volunteer, and Camper Codes of Conduct
- Assist in creating and maintaining a culture of belonging, pride and excellence in Athletics & Recreation facilities by providing excellent customer service to campers, families, and guests
- All other duties as assigned or required

Specialty Camps Lead

Positions available: 1 (includes employment in advance of PreCamp staff training)

Minimum Requirements:

- One of: University degree or enrollment in university / College diploma or enrollment in college / College program in a related field or commensurate education / experience
- Minimum 3 seasons of camp staff (or similar) experience, including significant experience leading and organizing activities for children
- Well-developed interpersonal, and relationship building skills; ability to establish rapport and excellent communication with campers, parents/guardians, and staff
- Demonstration of strong leadership skills developed through progressively responsible experience in a supervisory role
- Proven ability to work as a team member in a fast-paced environment
- Ability to encourage and motivate staff, and acknowledge and appreciate contributions
- Previous teaching experience in camp program areas (certification is an asset)
- Desire and ability to provide leadership to children in activity groups
- Excellent written and oral communication skills
- Self-starter and organizer
- Current Standard First Aid and CPR 'C'
- Successful completion of a criminal background check

The Specialty Camps Lead has overall responsibility for activities offered as part of our Eureka, Digital Creativity, Architectural Science, Design-a-Bot, and News Academy programs, as well as overall responsibility for campers in this section. This includes organizing rotational activities and full group programs and overseeing program quality, and also managing the experience of campers in this section from emotional and social perspectives. The Specialty Camps Lead reports to the Seasonal Camp Coordinator, and is responsible for Specialty Camp Counsellors and Instructors.

Specific Responsibilities:

- Create group rotational schedule for specialty camp groups, accounting for availability of facilities and interest of campers
- Develop and/or adapt activity lesson plans to be followed by Counsellors
- Audit and evaluate all specialty camp programming, providing feedback to staff members and recommendations to the Leadership team
- Facilitate large group specialty camp activities, including All Group programs, lunch programs, and other special activities
- Ensure emotional, social, and physical well-being of all specialty camp participants
- Act as a liaison with the Camp Coordinator, Health & Wellness Lead, and Counsellor(s) regarding any specialty camp participant issues (including, but not limited to, bullying, difficult behavioural issues, social issues)
- Initiate conversations with specialty camp participants who are experiencing specific challenges while at Camp, and attempt to solve these issues in a positive manner
- Develop "action plans" for campers in need for the duration of their stay
- Review camper files to develop knowledge of anticipated campers in need
- Contact camper families regarding camper challenges in advance of, during, and after Camp as necessary
- Provide opportunities within the group experience that allow for success of individual campers and the group
- Supervise campers during Before Care, After Care, lunch times, and Counsellor breaks as

assigned

- Assist Camp Coordinator to oversee Day Camp and Ontario Camps Association standards within all camp programs
- Ensure all Camp activities are proactive in health and safety, and that risk management plans are in place
- Assist with development of staff training schedule, and provide leadership to workshops as assigned
- Prepare for, and actively participate in, staff training and meetings
- Set the example for campers and others including cleanliness, punctuality, and sportsmanship
- Follow and enforce Day Camp rules as outlined in the Staff, Volunteer, and Camper Codes of Conduct
- Assist in creating and maintaining a culture of belonging, pride and excellence in Athletics & Recreation facilities by providing excellent customer service to campers, families, and guests
- All other duties as assigned or required

Sport Camps Lead

Positions available: 1 (includes employment in advance of PreCamp staff training)

Minimum Requirements:

- One of: University degree or enrollment in university / College diploma or enrollment in college / College program in a related field or commensurate education / experience
- Minimum 3 seasons of camp staff (or similar) experience, including significant experience leading and organizing activities for children and experience coaching sport (preferably in at least one of basketball, soccer, and/or hockey)
- Well-developed interpersonal, and relationship building skills; ability to establish rapport and excellent communication with campers, parents/guardians, staff, athletes, and coaches
- Demonstration of strong leadership skills developed through progressively responsible experience in a supervisory role
- Proven ability to work as a team member in a fast-paced environment
- Ability to encourage and motivate staff, and acknowledge and appreciate contributions
- Coaching certification is an asset
- Participation as a Ryerson varsity athlete is preferred
- Desire and ability to provide leadership to children in activity groups
- Excellent written and oral communication skills
- Self-starter and organizer
- Current Standard First Aid and CPR 'C'
- Successful completion of a criminal background check

The Sport Camps Lead has overall responsibility for activities offered as part of our Basketball, Soccer, and Hockey programs, as well as overall responsibility for campers in this section. This includes supporting the development of program schedules, curriculum, and lesson plans, and also managing experience of campers in this section from emotional and social perspectives. The Sport Camps Lead reports to the Seasonal Camp Coordinator, and is responsible for Sport Camps Counsellors along with full-time coaches from those particular sports.

Specific Responsibilities:

- Help create group rotational schedule for sport camp groups, accounting for availability of facilities and interest of campers
- Oversee the development of activity lesson plans by coaches

- Audit and evaluate all sport camp programming, providing feedback to staff members and recommendations to the Leadership team and full-time coaches
- Ensure emotional, social, and physical well-being of all sport camp participants
- Act as a liaison with the Camp Coordinator, Health & Wellness Lead, and Counsellor(s) regarding any sport camp participant issues (including, but not limited to, bullying, difficult behavioural issues, social issues)
- Initiate conversations with sport camp participants who are experiencing specific challenges while at Camp, and attempt to solve these issues in a positive manner
- Develop “action plans” for campers in need for the duration of their stay
- Review camper files to develop knowledge of anticipated campers in need
- Contact camper families regarding camper challenges in advance of, during, and after Camp as necessary
- Provide opportunities within the group experience that allow for success of individual campers and the group
- Supervise campers during Before Care, After Care, lunch times, and Counsellor breaks as assigned
- Assist Camp Coordinator to oversee Day Camp and Ontario Camps Association standards within all camp programs
- Ensure all Camp activities are proactive in health and safety, and that risk management plans are in place
- Assist with development of staff training schedule, and provide leadership to workshops as assigned
- Prepare for, and actively participate in, staff training and meetings
- Set the example for campers and others including cleanliness, punctuality, and sportsmanship
- Follow and enforce Day Camp rules as outlined in the Staff, Volunteer, and Camper Codes of Conduct
- Assist in creating and maintaining a culture of belonging, pride and excellence in Athletics & Recreation facilities by providing excellent customer service to campers, families, and guests
- All other duties as assigned or required

Health & Wellness Lead

Positions available: 2 (includes employment in advance of PreCamp staff training)

Minimum Requirements:

- One of: University degree or enrollment in university / College diploma or enrollment in college / College program in a related field or commensurate education / experience (specialization in Nursing preferred)
- Minimum one season of camp supervisory experience and three years of camp staff experience is an asset
- Work/volunteer experience in health/wellness in camp setting is an asset
- License as Registered Nurse is an asset
- Demonstration of strong leadership skills developed through progressively responsible experience in a supervisory role
- Well-developed interpersonal, and relationship building skills; ability to establish rapport and excellent communication with campers, parents/guardians, and staff
- Proven ability to work as a team member in a fast-paced environment
- Ability to encourage and motivate staff, and acknowledge and appreciate contributions
- Excellent written and oral communication skills

- Self-starter and organizer
- Current Standard First Aid and CPR 'C'
- Successful completion of a criminal background check

The Health & Wellness Lead assumes overall responsibility for camper safety, health, and wellness. The Health & Wellness Lead consults on health initiatives and procedures, and is available as a first responder in cases of camper or staff accidents or illnesses. The Health & Wellness Lead reports to the Seasonal Camp Coordinator.

Specific responsibilities include:

- Ensure emotional, social, and physical well-being of all campers, LITs, and staff members
- Act as a liaison with Seasonal Camp Coordinator, Camp Leads, and Counsellors regarding any camper issues (including, but not limited to, bullying, illness, infection)
- Monitor level of care provided for all children in camper groups
- Be knowledgeable about the eating habits, special diets, and special needs of campers and LITs
- Recognize and respond to the first aid and wellness needs of campers and LITs
- Provide opportunities within the group experience that allow for success of individual participants and the group
- Monitor safety procedures as they pertain to the complete care of campers and staff
- Initiate conversations with families of campers who are experiencing specific health and wellness issues while at Camp, and attempt to solve those issues in a timely and positive manner
- Develop "action plans" with campers in need of support for the duration of their time at camp
- Review camper files to develop the necessary knowledge of anticipated campers in need
- Prepare detailed written reports of all camper issues
- Maintain fully stocked first aid kits
- Provide Camp Coordinator with a detailed report on the program at the end of the summer
- Assist as needed with general Day Camp programs
- Help with supervision of campers during Before Care, After Care, and lunch times as assigned
- Assist with supervision of campers and participants during off-site trips
- Assist participants during emergency procedures such as fire drills, etc.
- Prepare for, and actively participate in, staff training and meetings
- Set the example for campers and others including cleanliness, punctuality, and sportsmanship
- Follow and enforce Day Camp rules as outlined in the Staff, Volunteer, and Camper Codes of Conduct
- Assist in creating and maintaining a culture of belonging, pride and excellence in Athletics facilities by providing excellent customer service to campers, families, and guests
- All other duties as assigned or required

PROGRAM TEAM

First Year LIT Facilitator

Positions available: 2 (includes employment in advance of PreCamp staff training)

Minimum Requirements:

- One of: University degree or enrollment in university / College diploma or enrolment in college / College program in a related field or commensurate education / experience

- Minimum three years of camp staff experience
- Significant previous teaching experience in camp program areas (certification is an asset)
- Demonstration of strong leadership skills in a summer camp, recreation, or other setting
- Desire and ability to provide leadership to 14 & 15 year olds in a day camp leadership development program
- Excellent written and oral communication skills
- Self-starter and organizer
- Current Standard First Aid and CPR 'C'
- Successful completion of a criminal background check

The first year Leaders In Training program is a two-week leadership experience held multiple times over the summer that provides opportunities for participants to focus on cooperative learning and advanced development of sport and activity skills. First year LITs are 14 & 15 years old, and are seeking opportunities to develop their toolbox, with an emphasis on teaching, facilitation, and teamwork skills.

The first year LIT program is a comprehensive two-week experience. LITs develop their instructional skills in many popular Day Camp activities including basketball, floor hockey, soccer, dodgeball, crafts, cooperative games, and more. First year LITs also complete their Standard First Aid and CPR 'C' certification during a two-day course.

During the weeks the First Year LIT program is not offered, the First Year LIT Facilitators are either assigned as a Counsellor to a camper group or supports the Day Camp program in other capacities as required.

First Year LIT Facilitators report to the Recreation Camps Lead.

Specific First Year LIT Facilitator responsibilities include:

- Further enhance the existing First Year LIT program model and continue to develop/improve/introduce specific program components
- Lead/instruct/teach/supervise participants in all aspects of the First Year LIT program in partnership with other camp staff and others as necessary
- Provide/arrange for key leadership of all instruction/development and feedback to First Year LIT participants throughout the program
- Provide Camp Coordinator with detailed report on the program at the end of the summer
- Provide Camp Coordinator with formal feedback on each participant including recommendations for the future
- Report on program participants on a regular basis to Camp Coordinator
- Assist as needed with general day camp programs
- Recognize and respond to the needs of participants within the group and within the broader Day Camp community
- Provide opportunities within the group experience that allow for success of individual participants and the group
- Help with supervision of campers during Before Care, After Care, and lunch times as assigned
- Assist with supervision of campers and participants during off-site trips
- Assist participants during emergency procedures such as fire drills, etc.
- Ensure participant safety throughout the day
- Prepare for, and actively participate in, staff training and meetings
- Set the example for campers and others including cleanliness, punctuality, and sportsmanship

- Follow and enforce Day Camp rules as outlined in the Staff, Volunteer, and Camper Codes of Conduct
- Assist in creating and maintaining a culture of belonging, pride and excellence in Athletics facilities by providing excellent customer service to campers, families, and guests
- All other duties as assigned or required

Second Year LIT Facilitator

Positions available: 1 (includes employment in advance of PreCamp staff training)

Minimum Requirements:

- One of: University degree or enrollment in university / College diploma or enrolment in college / College program in a related field or commensurate education / experience
- Minimum one season of camp supervisory experience and three years of camp staff experience
- Significant previous teaching experience in camp program areas (some certification is preferred)
- Demonstration of strong leadership skills developed through progressively responsible experience in a supervisory role
- Desire and ability to provide leadership to 15 & 16 year olds in a day camp leadership development program
- Excellent written and oral communication skills
- Self-starter and organizer
- Current Standard First Aid and CPR 'C'
- Successful completion of a criminal background check

The Ryerson Summer Day Camps second year Leaders In Training program is a four-week long experience for 15 & 16 year olds offered twice each summer. The Second Year LIT Facilitator is responsible for the development and delivery of an extensive counsellor and leadership development program. A manual for LIT participants is available to aid in the operation of the program. A total of 8 - 12 participants can be accommodated in the program each session.

All second year LITs experience a full orientation and training schedule. The LIT schedule is designed to provide in-service training opportunities, as well as workshops that focus on group development, problem solving, communication, lesson planning, and more. This program encourages individual leadership developed through internships with camper groups. These internships allow participants to achieve community service hours.

The Second Year LIT Facilitator reports to the Recreation Camps Lead.

Specific Second Year LIT Facilitator responsibilities include:

- Further enhance the existing Second Year LIT program model and continue to develop/improve/introduce specific program components
- Lead/instruct/teach/supervise participants in all aspects of the Second Year LIT program in partnership with other camp staff and others as necessary
- Provide/arrange for key leadership of all instruction/development and feedback to Second Year LIT participants throughout the program
- Provide Camp Coordinator with detailed report on the program at the end of the summer

- Provide Camp Coordinator with formal feedback on each participant including recommendations for the future
- Report on program participants on a regular basis to Camp Coordinator
- Assist as needed with general day camp programs
- Recognize and respond to the needs of participants within the group and within the broader Day Camp community
- Provide opportunities within the group experience that allow for success of individual participants and the group
- Help with supervision of campers during Before Care, After Care, and lunch times as assigned
- Assist with supervision of campers and participants during off-site trips
- Assist participants during emergency procedures such as fire drills, etc.
- Ensure participant safety throughout the day
- Prepare for, and actively participate in, staff training and meetings
- Set the example for campers and others including cleanliness, punctuality, and sportsmanship
- Follow and enforce Day Camp rules as outlined in the Staff, Volunteer, and Camper Codes of Conduct
- Assist in creating and maintaining a culture of belonging, pride and excellence in Athletics facilities by providing excellent customer service to campers, families, and guests
- All other duties as assigned or required

Camp Lead Lifeguard

Positions available: 1 (includes potential employment in advance of PreCamp staff training)

Minimum Requirements:

- One of: University degree or enrollment in university / College diploma or enrolment in college / College program in a related field or commensurate education / experience
- Minimum one season of camp supervisory experience and two years of camp staff experience preferred
- At least two years previous lifeguard and swim instruction experience required
- Demonstration of strong leadership skills developed through progressively responsible experience in a supervisory role
- Desire and ability to provide leadership to recreational swim programs for 6 – 17 year olds
- Excellent written and oral communication skills
- Self-starter and organizer
- Current National Lifeguard Service, Standard First Aid, and CPR Level ‘C’ certification
- Current Instructors certification is an asset
- Successful completion of a criminal background check

This highly motivated, dedicated and responsible individual is tasked with the day-to-day leadership of the Day Camp swim program in the University pool, located within the Recreation & Athletic Centre. The Camp Lead Lifeguard organizes pool programs and activities, liaises with the Head Lifeguard, and provides direction and some training to the Lifeguards. The Camp Lead Lifeguard is also highly involved with the maintenance and upkeep of the pool deck. This person is responsible for enforcing high safety standards amongst the lifeguards and to the pool at all times.

The Camp Lead Lifeguard reports to the Recreation Camps Lead.

Specific Camp Lead Lifeguard responsibilities include:

- Organize/lead/instruct/teach/supervise campers in all aspects of the Day Camp aquatic program in collaboration with other lifeguards and staff as necessary
- Organize camper swim tests at the start of each week, and track results
- Review and actively enforce pool rules and safety with campers and staff
- Provide assigned camp lifeguards with day-to-day direction, support, and assignment of duties
- Develop and/or adapt activity lesson plans to be followed by Lifeguards and other Camp staff
- Assist with training and monitoring of lifeguard staff, in partnership with Head Lifeguard
- Provide direction to lifeguards on duty during Day Camp programming
- Maintain records of all swim programs during summer, and provide Camp & Aquatics Coordinator with detailed report on programs at end of the summer
- Report on swim programs to Recreation Camps Lead on a regular basis
- Provide group coverage during Counsellor breaks as required
- Assist Camp Coordinator to oversee Day Camp and Ontario Camps Association standards within all aquatic programs
- Ensure risk management plans are in place
- Supervise campers during Before Care, After Care, and lunch times as assigned
- Coordinate swim schedule with Recreation Camps Lead
- Assist as needed with general Day Camp programs
- Recognize and respond to the needs of participants within the group and within the broader Day Camp community
- Provide opportunities within the group experience that allow for success of individual participants and the group
- Assist with supervision of campers and participants during off-site trips
- Assist participants during emergency procedures such as fire drills, etc.
- Ensure participant safety throughout the day
- Prepare for, and actively participate in, staff training and meetings
- Set the example for campers and others including cleanliness, punctuality, and sportsmanship
- Follow and enforce Day Camp rules as outlined in the Staff, Volunteer, and Camper Codes of Conduct
- Assist in creating and maintaining a culture of belonging, pride and excellence in Athletics facilities by providing excellent customer service to campers, families, and guests
- All other duties as assigned or required

Media Lead

Positions available: 1

Minimum Requirements:

- One of: University degree or enrollment in university / College diploma or enrolment in college / College program in a related field or commensurate education / experience
- Minimum two years of camp staff experience preferred
- Advanced knowledge and understanding of social media, specifically Facebook, Twitter, Instagram, and YouTube
- Demonstrated skill set as a photographer. Personal access to camera equipment is preferred.
- Excellent written communication skills across all platforms, and a demonstrated attention for detail
- Knowledge of online marketing tools, including Constant Contact email marketing software, and online and social media advertising
- Demonstrated experience with visual story telling

- Self-starter and organizer
- Current Standard First Aid, and CPR Level 'C' certification
- Successful completion of a criminal background check

This highly motivated, dedicated and responsible individual tells the story of Day Camp. This staff member helps grow the Day Camp brand, and enhance the overall Day Camp experience for campers and families. The Media Lead takes exceptional photographs of the Day Camp program, and creates unique and engaging content across a variety of social media and online platforms.

In addition to completing an application form, interested candidates are asked to send 2-3 samples each of original photographs, writing samples, and social media content by email to the Camp & Aquatics Coordinator.

The Media Lead reports to the Camp & Aquatics Coordinator.

Specific Media Lead responsibilities include:

- Taking daily photos in all activities and areas of Day Camp
- Upload digital photos to Day Camp website and social media platforms
- Capture weekly camper group photos, and organize distribution of photos to families
- Obtaining photographs for other purposes, including for marketing and promotion
- Conceptualize, create, and publish compelling content using original photo and videos, animation, and other content on Day Camp Facebook, Twitter, Instagram, and YouTube pages.
- Ensure all content has consistent look and feel, language and tone, and adheres to Day Camp expectations and Ryerson University branding guidelines
- Supervise campers during Before Care, After Care, and lunch times as assigned
- Assist as needed with general Day Camp programs
- Recognize and respond to the needs of participants within the group and within the broader Day Camp community
- Provide opportunities within the group experience that allow for success of individual participants and the group
- Assist with supervision of campers and participants during off-site trips
- Assist participants during emergency procedures such as fire drills, etc.
- Ensure participant safety throughout the day
- Prepare for, and actively participate in, staff training and meetings
- Set the example for campers and others including cleanliness, punctuality, and sportsmanship
- Follow and enforce Day Camp rules as outlined in the Staff, Volunteer, and Camper Codes of Conduct
- Assist in creating and maintaining a culture of belonging, pride and excellence in Athletics facilities by providing excellent customer service to campers, families, and guests
- All other duties as assigned or required

COUNSELLING TEAM

Counsellors

Positions available: 8 - 10

Minimum Requirements:

- 18 years of age or older
- Previous camp staff experience as a counsellor/instructor, and/or comparable youth leadership experience is an asset
- Well-developed interpersonal, and relationship building skills; ability to establish rapport and excellent communication with campers, parents/guardians, and staff
- Teaching experience in some camp program areas (certification an asset)
- Desire and ability to provide leadership to children in activity groups in a day camp setting
- Self-starter and organizer
- Current Standard First Aid and CPR 'C'
- Successful completion of a criminal background check

Counsellors take responsibility for a new group of campers each week. Successful candidates are expected to provide supervision and instruction to campers in various Camp program areas, including the pool, gyms, studios, labs, classrooms, and outdoor space. They also provide support to instructors in specialty camps (such as Eureka, Architectural Science, Film, etc.). Counsellors can expect to be assigned to different camps each week.

Counsellors report to either the Recreation Camps Lead (Multi Sport Counsellors) or Specialty Camps Lead (Eureka, Digital Creativity, Architectural Science, News Academy, and Design-a-Bot Counsellors).

Specific responsibilities include:

- Recognize and respond to the needs of campers within the activity group and within the broader Day Camp community
- Plan, lead and evaluate all group-based activities onsite and offsite
- Provide opportunities within the group experience that allow for success of individual campers and the group
- Be aware of any health issues or general concerns expressed by the Seasonal Camp Coordinator, leadership team, or camper family prior to the start of Camp
- Supervise all aspects of the campers' day including Morning Circle, activity rotations, lunch, snack, and pick up at the end of the day
- Help with supervision of campers during Before Care, After Care, and lunch times as assigned
- Supervise camper behaviour during off-site trips
- Instruct campers in emergency procedures such as fire drills, etc.
- Ensure camper safety throughout the day
- Provide leadership and instruction to general Day Camp activity as assigned
- Accompany campers in the water during scheduled pool activities
- Prepare for, and actively participate in, staff training and meetings
- Set the example for campers and others including cleanliness, punctuality, and sportsmanship
- Follow and enforce Day Camp rules as outlined in the Staff, Volunteer, and Camper Codes of Conduct
- Assist in creating and maintaining a culture of belonging, pride and excellence in Athletics facilities by providing excellent customer service to campers, families, and guests
- All other duties as assigned or required

STAFF SALARY TABLE

Position	First Year in Position	Second year in Position	Third Year + in Position
Counselling Staff	\$14.00 / hour	\$14.25 / hour	\$14.50 / hour
Program Staff	\$14.75 / hour	\$15.00 / hour	\$15.25 / hour
Leadership Staff	\$15.25 / hour	\$15.50 / hour	\$16.00 / hour

- Base pay is the rate above. An additional 4% vacation pay and 8.42% is added.
- Previous experience in other summer camp or similar settings *may* be considered in determining salary levels.

EMPLOYMENT DATES

Advance Camp: May 1 – June 14, 2019

- 15 – 20 hours per week
- Some Leadership Team and Program Staff members
- Actual weeks worked to be determined by Camp & Aquatics Coordinator based on work required

PreCamp Staff Training: June 17 – 26, 2019

- 36.25 hours per week
- Leadership Team, Program Staff, and Counsellors must be available for all dates

Summer Camp: July 2 – August 23, 2019

- 38.25 - 44 hours per week
- Leadership Team, Program Staff, and Counsellors must be available for all dates

APPLICATION PROCESS

Staff applications are to be completed online. You can find the staff application by visiting ryersoncamps.campbrainstaff.com.

As part of the online application, please submit:

- A cover letter
- Your current resume
- Copies of any and all current qualifications / certifications

Supporting documents can be submitted using CampBrain.

We appreciate each applicant's interest in a position with us. Only those new staff applicants being considered for a position will be contacted for an interview.

Some returning staff applicants may be asked to complete an interview.