

ISLAMIC INSTITUTE OF TORONTO

2019 SUMMER JOB POSTINGS

Job Title	Hourly Rate	Contract length	Start Date	Hours per week	Hours Scheduled Between
Summer Program Coordinator	\$17.00	8 Weeks	June 24, 2019	40	8:00 am – 5:30 p.m.
Summer Program Office Administrator	\$16.00	7 Weeks	June 24, 2019	40	8:00 am – 5:30 p.m.
Youth Leader	\$15.50	7 Weeks	June 24, 2019	40	8:00 am – 5:30 p.m.
Camp Counselor	\$15.00	7 Weeks	June 24, 2019	40	8:00 am – 5:30 p.m.
Assistant Camp Counselor	\$14.00	7 Weeks	June 24, 2019	40	8:00 am – 5:30 p.m.

To be eligible, applicants must:

- Be between 15 and 30 years of age at the start of the employment (specific positions may require a higher age between this range)
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and,
- Be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

PLEASE NOTE:

- You are **not** eligible if you are under the age of 15
- You are **not** eligible if you are over the age of 30

These requirements are mandatory and non-negotiable. Only apply for a position if you meet the above requirements. Failure to comply with any of these conditions will result in immediate termination.

APPLICATION PROCEDURE (deadline to apply is May 22, 2019)

Submit your application via email to summercamp@islam.ca before May 22, 2019.

Include the following in your application:

1. State the position you are applying for (separate application required for each position)

2. Include your resume and cover letter detailing how you meet the requirements of the Job Description
3. Include a commitment statement that you are available for the entire duration of employment (**a requirement that must be met unless there is an extraordinary circumstance such as a death in the family or illness; travel and vacations are not eligible**).

Summer Program Coordinator

General Description

The **Program Coordinator** will be responsible for the smooth and efficient running of the summer programs; he/she will develop the various program's activities, recruit community resources, oversee the education, social and recreation aspects of the program; liaise with parents and community members and ensure safety and security standards are met. The successful candidate will be responsible for overseeing and approving program plans done by other staff (Counsellors and Youth leader); ensuring the plans are appropriately modified for each age group and for each weekly theme. He/she will rotate between sessions to observe the program and make notes to suggest improvements. The Program Coordinator will complete weekly evaluation reports for staff and volunteers, to be kept on file in the event of a request for a reference letter. They are required to lead the daily de-briefing meetings to facilitate discussion of issues that were observed throughout the day, suggestions, ideas and ways to improve as a team.

General Requirements

- **Completion of a post-secondary degree or diploma program in the field of teaching or related combination of education and experience**
- Extensive experience with leading children and youth, in both educational and recreational programs
- Experience with program planning in Islamic Studies, Arts and Crafts, Physical Activity, and other camp areas
- Demonstrated experience leading and managing a group of staff and volunteers
- Excellent customer service, leadership, and conflict resolution skills
- Ability to approve and critique program plans, and perform staff evaluations
- Ability to remain calm in stressful situations
- Excellent Oral and Written communication skills
- Good Judgement
- Proficiency in MS Office applications, specifically MS excel

Summer Program Office Administrator

General Description

The **Summer Office Administrator** will be responsible for all office-related and operational functions of the camp, including maintaining student registration, tuition fees, health card and health related documentation, staff and student attendance, booking of field trips, newsletter production, website updates, audio/visual production and all other office related tasks. He/she will also be responsible for maintaining the budget and cash flow of the programs using software such as MS Excel, QuickBooks and similar accounting programs. The Program Office Administrator will work closely with the Finance Administrator of IIT to ensure all accounting for the Summer Program is accurately managed.

General Requirements

- **Completion of a post-secondary degree or diploma program in business administration, office management, or related combination of education and experience**
- Experience handling large amounts of data (online spreadsheets and paper forms)
- Demonstrated organizational skills
- Ability to remain calm in stressful situations
- Excellent Oral and Written communication skills
- Demonstrated experience leading and managing a group of staff and volunteers
- Excellent customer service, leadership, and conflict resolution skills
- Experience and proficiency in processing, managing, reconciliation of money and financial data

Youth Leader

General Description

The **Youth Leader** - Youth Leadership Camp will ensure the smooth running of the Youth Leadership Program which will comprise of students in middle and early high school grades 7-10. The Youth Leader will be responsible for developing and executing the program of activities in conjunction with IIT Director of Education, recruit community resources and oversee the counsellors assigned to this portion of the summer program.

The Youth Leader will draw upon previous years' Youth Leadership Camps to develop a curriculum which will incorporate leadership, organizational, critical thinking and creative arts skills, among others. He/she will work with the Program Coordinator to explore interaction between older youth and summer camp participants through mentorship exercises, creative arts, and sports and recreation activities.

General Requirements

- **High school Diploma**
- **Enrolment or completion of a teaching program is strongly preferred**
- Extensive experience with youth and community engagement
- Demonstrated leadership skills
- Ability to plan, organize and execute creative and effective daily workshop programs for youth in areas including but not limited to leadership, community service, Islamic Studies
- Excellent Oral and Written communication skills

Camp Counsellor

General Description

Summer Camp Counsellors will be responsible for a group of 20-25 children or youth to lead and engage them in daily activities including leading kids in storytelling, songs and other creative expressions, Islamic values and concepts, visual and dramatic arts and encourage them to explore the natural world and have fun in a responsible way. Counselors will work under the supervision of the Summer Project Coordinator and Office Administrator to make the summer a fun time for kids.

Camp Counsellors are responsible for creating and executing program plans specific to the age group they are chosen for. They will supervise a group of 20-25 campers during each session. They will create program plans that are age appropriate and practical for the size of the group. Program plans will be submitted to, and approved by the Summer Project Coordinator. Camp Counsellors must have excellent classroom management, leadership skills, and the ability to delegate responsibility and tasks to an assistant and/or a volunteer assigned to their session. Each leader will receive a weekly evaluation report from the Summer Camp Program Coordinator. Camp Counsellors are required to be present at the daily de-briefing meetings to discuss lessons learned, and be updated on any new procedures or plans for the next day. Camp Counsellors must have a demonstrated ability to work with limited resources.

General Requirements

- **High school diploma is an asset**
- Experience with leading children and youth in similar settings
- Demonstrated local community involvement
- Excellent classroom management skills
- Excellent Oral and Written communication skills
- Demonstrated leadership skills
- Demonstrated knowledge of core camp areas, and a wide range of experience with diversified activities
- Organization, Responsibility and Teamwork skills
- CPR certification is an asset

Assistant Camp Counsellor

General Description

Assistant Camp Counsellors will provide critical support for the Counsellor and will help in engaging children in daily activities including recreation, field trips etc. The Assistant Counsellor will lead specialized activities such as recreation, Arts and Craft when the Counsellor is otherwise engaged. They will assist in providing classroom management, children engagement, disability support, etc.

The Assistant Counsellor will be responsible for supporting a counsellor throughout the day. This includes but is not limited to gathering campers and bringing them to their specific rooms in the morning, at lunchtime, and dismissing campers at the end of camp. Assistant Counsellors may supervise a group of up to 20-25 campers at the discretion of the Summer Camp Program Coordinator. They will assist the Camp Counsellor with activity and program planning, and will be responsible for creating back-up activities. They will also be responsible for performing daily attendance, distributing and collecting trip forms, and submitting all daily records to the Summer Camp Office Administrator. The Assistant Counsellor will receive a weekly evaluation report from the Summer Camp Program Coordinator. Assistant Camp Counsellors are required to be present at the daily de-briefing meetings to discuss lessons learned, and be updated on any new procedures or plans for the next day. Assistant Camp Counsellors must have a demonstrated ability to work with limited resources.

General Requirements

- Experience with leading children and youth in a similar setting
- Demonstrated local community involvement
- Excellent classroom management skills
- Excellent Oral and Written communication skills
- Demonstrated knowledge of core camp areas, and a wide range of experience with diversified activities
- Organization, Responsibility and teamwork skills