



A sport, fitness and life skills facility for people of all abilities.
varietyvillage.ca

Variety Village Job Description

Position Title:	Variety Village Summer Camp- Site Director
Reports To:	Coordinator, Camps & Day Programs
Status:	Part-Time Contract (10 month with a total of 655 hours)
Schedule:	Flexible hours and ability to work remote during pre-camp. Available to be onsite during summer camp season.
Location:	Variety Village, Scarborough, ON

Who we are:

Located in southwestern Scarborough, Variety Village is an inclusive, adaptive and family friendly facility serving more than 30,000 individuals each year. Variety Village has had, and continues to have, a profound impact on the lives of people with disabilities and their families. Through adaptive sport and recreation programming, outreach and education, Variety promotes inclusion and healthy living through adapted physical activity.

Position Summary:

Variety Village is currently seeking a part-time contract Summer Camp-Site Director reporting to the Coordinator, Camps & Day Programs, the responsibilities of the incumbent will be promoting and overseeing the successful delivery of Variety's adapted camps including, but not limited to camp administration, logistics, and the selection, training and supervising of seasonal camp staff.

Duties and responsibilities include, but are not limited to:

Pre-Camp

- Daily administrative tasks, including but not limited to; emails, voicemails, following up with membership regarding registration & cancellations/refunds, sending guardians camp receipts as requested;
- Assisting on-site with registration day and following up with families up until the beginning of camp;
- Aiding in the development and implementation of group interview, Head Staff & general staff orientation;
- Liaising with HR to complete individual interviews, updating staff & wage trackers;
- Assisting in the development & scheduling of camp orientation and staff training;

- Coordinating with 1:1 supervisor, scheduling and conducting camper intakes, registering 1:1 campers;
- Tracking staff certifications and providing them to the Facility Coordinator;
- Attending virtual and in-person community events with Camp Coordinator to promote VV Camps in the community.

Camp

- Acting Camp Coordinator when Camp Coordinator is offsite;
- Reviewing incident reports as they come in, informing Camp & Facility Coordinators and following up with camper and guardian as necessary;
- Confirming the daily/weekly staffing with the camp supervisor team;
- Assisting supervisors find staff coverage as necessary;
- Overseeing camp staff reviews with camp supervisor team, aiding with individual feedback as needed;
- Daily supervision of supervisors and camp staff;
- Ensuring attendance for campers is being recorded each day, following up with guardians of absent campers;
- Helping with Friday Theme Activity as needed, ensuring planned activity takes place;
- Assessing and evaluating program delivery, implementing improvements as needed;
- Serving as first point of contact for initial guardian complaints, keeping Camp Coordinator and other Coordinators informed, escalating if necessary;
- Leading weekly staff meetings with supervisor team;
- Serving as liaison for Volunteer Coordinator and helping distribute volunteers, placement students in camps;
- Helping with behavioural, medical, and/or communication situations, leading staff team during major situations;
- Participating in Variety Village training initiatives including Health & Safety, AODA, and Plan to Protect;
- Participating in Variety's Orientation program and adhere to established organizational policies and protocols;
- Handling other duties as assigned.

Key Competencies and Qualifications:

- Minimum of 3 years' experience in adapted physical education in a supervisory role.
- Post-secondary education in Recreation/Leisure, Sports Administration or Physical Education and asset.
- Valid certification in CPR, First Aid, AED.
- Experience supervising others in a positive, proactive manner.
- Outstanding interpersonal and customer service skills.
- An understanding of and the ability to provide excellent customer service.
- Ability to communicate clearly and effectively.

- Professional demeanour.
- Demonstrated leadership skills.
- A passion for working with children with disabilities.
- Strong organizational skills with an ability to effectively prioritize work.
- Ability to remain calm and levelheaded in all situations.
- Ability to work a flexible schedule when needed.

To apply, kindly submit your resume along with a letter of application, to the email address below by **November 17th, 2023**. Applicants should be prepared to participate in a multi-step interview process. The successful applicant will be required to complete a criminal record check.

humanresources@varietyontario.ca

Please note that requests for accommodation can be made at any stage of the recruitment process providing the applicant has met the requirements outlined in the job posting. Applicants should make their requirements known when contacted.

Only those individuals selected for an interview will be contacted, but we take this opportunity to sincerely thank all who applied for their interest.

To learn more about Variety Village, please visit
www.varietyontario.ca