



## Job Posting

# RAC Camp Assistant Coordinator

The Ralph Thornton Community Centre (RTCC) is a dynamic neighbourhood centre involved in community development and social justice in South Riverdale. We collaborate with others to create a healthy, inclusive, and vibrant community.

We are seeking a Summer Camp Assistant Coordinator for our summer Riverdale Adventure Centre (RAC) Camp.

This position is responsible for providing a safe, fun, and enriched camp experience for children ages 6-12 within the stated RAC policies and procedures. Under the directions of the RAC Camp Coordinator, Coordinator of Settlement Services, and the Director of Programs, and in collaboration with other counsellors and specialists, the assistant coordinator is responsible for leading and supporting Summer Camp Counsellors while implementing daily recreation programs. The RAC camp is offered to local residents with dedicated spaces for children from subsidized housing, low income and LGBTQ+ families.

### **Responsibilities:**

- Oversee the planning and implementation of daily programs;
- Lead, guide, and support Camp Counsellors and Program Specialists
- Set the tone for a fun, exciting, and safe camp and model running of games and activities
- Plan and implement age-appropriate recreation programs;
- Supervise children in program and provide appropriate behaviour management and conflict mediation among participants, when necessary;
- Collect all camper attendance and permission records required for camp activities;
- Update inventory reports relating to first aid and program supplies;
- Communicate to parents regarding camp activities;
- Attend all offsite trips/outings;
- Report regularly to the camp Coordinators and/or Director of Programs and participates in supervision sessions;
- Attend training and all required meetings associated with RAC;
- Assist with registration process, daily administrative tasks, and evaluation of the program;
- Follow camp policies and procedures; and,
- Perform other camp related duties as assigned by the camp Coordinators and/or Director of Programs.

### **Qualifications**

- Graduate or enrolled in post-secondary education in the areas of Child/Youth work, Social Services/Social Work, Recreation or equivalent education/training
- 1 year previous experience working with children
- Recreational programming skills--program planning and implementation
- Effective communication skills--written and verbal

- Emergency First Aid and CPR-C (training will be made available prior to the start of camp)
- Must be between the ages of 15 and 30 years at the start of employment
- Residence in TCHC housing, LGBTQ+ background are assets
- Familiarity with virtual platforms, particularly Zoom, an asset

*A Vulnerable Sector Screening (police reference check) is required by successful candidates prior to hiring.*

- Rate of Pay:** \$20.42/hour (As Summer Program Staff, this position is excluded from CUPE Local 2998)
- Contract:** June 30 to August 29 (10 weeks) Includes training and program planning
- Hours:** 35 hours/week Monday through Friday
- Deadline:** 11:59 pm on March 16, 2025.
- How to Apply:** Please send a cover letter and resume to [careers@ralphthornton.org](mailto:careers@ralphthornton.org) with the subject heading "RAC Program – Assistant Coordinator"
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In accordance with our collective agreement, members of CUPE 2998 will be considered first.

*The Ralph Thornton Community Centre is committed to employment equity. We seek to build a diverse and welcoming team. We encourage individuals from communities facing systemic barriers to apply, including people of colour, Indigenous people, members of the Black community, women, LGBTQIA2S, and people with disabilities. If you require accommodation to complete and submit your application and/or during the interview process, please advise the recruitment contact person, so arrangements can be made.*

*As required by our funders, Canada Summer Jobs, candidates must be between the ages of 15 and 30 years on the first day of employment.*

We thank all applicants. Only those selected for an interview will be contacted.

*Ralph Thornton recognizes the work we do is on Indigenous land. We acknowledge all nations and their work to protect and honour the land while colonization remains ongoing.*