



Job Description

Position Title: Summer Camp Director
Reports to: Manager, Community Programs or interim
Supervises: Camp Counsellors and Camp Volunteers

The Humane Society of Kitchener Waterloo Humane Society & Stratford-Perth (The Humane Society) is a recognized Canadian leader in Animal Welfare. Our vision is to be a proactive leader in providing humane care through education, advocacy and enforcement to promote the well-being and appreciation of all animals.

Under the direction of the Manager, Community Programs or Interim, the Summer Camp Director Coordinator is responsible for the development and implementation of a summer-long educational day camp program to inspire children to be responsible pet owners.

Please note that we are hiring for two Camp Directors as follows:

Kitchener - The dates of employment are from May 15 to August 25, 2023.

Stratford - The dates of employment are from June 12 to August 25, 2023.

Rate of Pay \$17 per hour.

PRINCIPLE ACCOUNTABILITIES:

- Before the start of camp, work with the Community Programs team to plan an educational and engaging summer camp, which includes: planning staff training, creating learning resources, creating the camp schedule, booking appropriate educational presentations, purchasing materials, and camp organization.
- Communicate regularly and effectively with individuals both inside and outside of the organization over various mediums (virtual, in person, audio and digital) to book presenters, field trips, busses and more.
- Provide leadership and role modeling to counsellors by generating and maintaining a positive, energetic environment for all of the campers.
- Provide guidance/supervision/accountability to counsellors in their daily responsibilities.
- Conduct, or involve counsellors in conducting, all camp activities.
- Mediate situations regarding campers as counsellors require assistance.
- Ensure all resources required each day are organized, and prepared in a timely fashion.



- Assist counsellors in dealing with behavioural issues or parent concerns.
- Reporting to the Manager, Community Programs about health or behavioural issues with campers, and/or parental concerns and inquiries.
- Delegate/schedule housekeeping tasks among camp staff throughout/at end of each camp day.
- Ensure safety measures and KWHS policies are implemented at all times.

POSITION REQUIREMENTS:

Weekly commitment of approximately 40 hours a week, with shifts between 8:15am and 5:00pm.

Flexibility with start and end times is required.

The following are general descriptions of some of the requirements necessary to carry out the duties and responsibilities for this position. The Summer Camp Director must have the following attributes and skills, among others:

- Enrolled in University or College in a related field is considered an asset.
- Able to work for the entire summer session.
- Must possess a positive and outgoing attitude.
- Comfortable handling and working with all types of animals.
- Comfortable and effective in skills of public speaking and in animated delivery of presentations.
- Ability to use positive and effective strategies to maintain management of large groups of children.
- At least 1-year previous experience working with children in a leadership role.
- Excellent interpersonal skills to meet/interact with new people daily (i.e. campers, parents, presenters).
- Proficient in full Microsoft Office Suite including PowerPoint, Excel and Publisher.
- Excellent skills in verbal and written communication.
- Excellent decision making and problem solving skills.
- Current police vulnerable sector check.
- Valid First Aid/CPR training with proof of certificate is required

This position is conditional upon funding through the Canada Summer Jobs wage subsidy program and as such, candidates must meet the following additional requirements:

- be between 15 and 30 years of age at the beginning of the employment period;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment, and;
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

WORKING CONDITIONS:

- Work will occur outside with varying weather and temperature conditions.



- May be exposed to infectious waste, diseases, conditions, etc., including exposure to viruses and bacteria.
- Some responsibilities of the position require the use of cleaning supplies/chemicals.
- Work will sometimes occur in areas with strong odors and high noise levels in regards to barking and other animal related noises.
- Required to be able to expend physical effort in standing, bending, walking, and running during outdoors activities and games for extended lengths of time.

APPLICATION PROCEDURE:

If this role is calling your name, we look forward to hearing from you! Please submit your resume and cover letter to hr@kwsphumane.ca and indicate which position you are applying to: **Kitchener Camp Director or Stratford Camp Director.**

The Humane Society warmly welcomes applications from people of all backgrounds and groups. We are committed to a culture of inclusivity and collaboration that celebrates diverse perspectives and voices.

We are happy to accommodate any individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation in order to participate in the hiring process, please contact us to make your needs known in advance.