



## Job Posting

# Summer Mentor Program Camp Counsellor – 2 positions

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 Summer Camp Counsellors for our summer Mentor Program Camp. This position is responsible for providing a safe, fun, and enriched camp experience for children ages 6-12 within the stated camp policies and procedures. Under the directions of the Coordinator of Settlement Services and the Manager of Strategic Initiatives, and in collaboration with other counsellors and specialists, the counsellor is responsible for planning and implementing daily educational and social programs. The camp is offered to children from local Chinese newcomer families.

Based on pandemic conditions and guidance from Toronto Public Health when the camp is in session, programming may include either or both in-person and virtual sessions.

### Responsibilities

- Plan and implement age-appropriate fun educational and interactive social activities to help children develop English language skills and social skills with plans adaptable to online programming;
- Supervise children in program and/or work with children one-on one;
- Support Coordinator of Settlement Services in program plan;
- 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;
- Report regularly to the Coordinator of Settlement Services and/or Manager of Strategic Initiatives;
- Attend training and all required meetings associated with the Summer Mentor Program and participates in supervision sessions;
- Assist in the evaluation of the Summer Mentor Program;
- Follow camp policies and procedures; and,
- Perform other Summer Mentor Program related duties as assigned by the Coordinator of Settlement Services and/or Manager of Strategic Initiatives.

### Qualifications

- 1-year previous experience working with children, virtual working experience an asset
- Educational 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)
- Residence in local community and/or Chinese language skills an asset
- Computer literacy skills, online education games, google documents, particularly Kahoot, an asset

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

Rate of Pay: \$16.55/hour (As Summer Program Staff, this position is excluded from CUPE Local 2998)

Contract: June 24-August 25 (9 weeks)  
Includes a training and program planning period June 24-28

Hours: 35 hours/week Monday through Friday

Please send resume to [glenn@ralphthornton.org](mailto:glenn@ralphthornton.org) with the subject heading "*Mentor Counsellor*" by **5:00 pm on Feb 29<sup>th</sup> 2024**

Accommodation will be provided in all parts of the hiring process, as required under the City of Toronto's Employment Accommodation policy. Applicants are asked to make their needs known in advance.

Applicants currently employed by the Ralph Thornton Community Centre will be given first consideration.

As this position is partly funded by the Canada Summer Jobs program, candidates must be between the ages of 15 and 30 years on the first day of employment.

Only those selected for interviews will be contacted.