

Camp Oasis Job Description

Summer Camp Supervisor

Term: Seasonal Contract, Full-Time; 37.5 hours/week

Shift: Monday - Friday, shifts vary between 8:00AM to 5:30PM

Work Period: Monday, July 10, 2023, to Friday, August 4, 2023

Stipend: \$400.00 per Week

Reports To: Summer Camp Director

Nature & Scope:

If you want to work with children and are ready to make a difference in their lives, then we're looking for you! Camp Oasis is a place for kids to be active, learn new skills and make fun memories. The Summer Camp Supervisor has a passion for working with children and families and is committed to providing leadership to a team of Camp Counsellors and volunteers.

What we are looking for:

- Enjoys working with children
- Resourcefulness – an out-of-the-box thinker
- Confidence – it brings success
- Knowledge – success comes from learning
- Accountability – actions speak louder than words, be dependable & trustworthy
- Communication – it's the real work of leadership
- Positive Attitude – it can make any situation better
- Passion – enthusiastic about delivering the best service
- Motivated – teams work better than individuals
- Flexible – if you don't bend, you'll break
- Energetic – ability to keep up with the kids
- Calm – cool and collected when under pressure

Major Responsibilities:

- Supervise and provide leadership to a team of staff & volunteers
- Read, understand, and implement all Seventh-day Adventist policies and procedures
- Ensure health & safety procedures are being followed & maintain
- Equally distribute the responsibility of camp site cleaning, safety & organization
- Have fun and be a good role model for campers and staff
- Work with the Summer Camp Director to ensure all campers are supervised & safe
- Completion of administrative tasks as directed by the Summer Camp Director
- Ensure staff are confident & fully trained in their role. In consultation with the Summer Camp Director, assign and direct the staff in their daily tasks.
- Collect time sheets, schedule staff, and assist in payroll process where needed
- Always behave professionally; be on time, dress appropriately & maintain confidentiality
- Understands the legal responsibilities & moral imperative to report suspected child abuse
- Values volunteer & staff partnership and integrates the value of philanthropy & volunteerism in dealings with volunteers, donors, board of directors & staff

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Skills & Competencies:

- Ability to multi-task and adapt to change
- Ability to lead & empower a staff team of young leaders and work in a team environment
- Interpersonal & relationship-building skills; ability to establish rapport with staff
- Excellent written and oral communication skills
- Commitment to working in a socially inclusive environment, responding with sensitivity and personal awareness to the diverse needs of visible & non-visible dimensions of diversity
- Ethics and Self-Management; Building Community Relationships and Resources; Planning and Initiative

Requirements:

- Secondary school students preferred
- English/French bilingualism is considered an asset
- Experience working with children in a childcare/recreational setting
- Valid First Aid & CPR Certificate
- Clear Vulnerable Sector Check*
- Be a baptized member of the Seventh-day Adventist Church and in good standing

How To Apply:

Email your resume & cover letter to connect@ottawaeastda.com. The Subject of the email should be as follows: *Name – Position*. Your resume should include your email address & phone number.

Application Deadline: Sunday, May 14, 2023, 12:00PM (Noon)

*Successful candidates will be required to provide a satisfactory Vulnerable Sector Check issued no later than six (6) months preceding your start date.