



**KERR STREET SUMMER DAY CAMP  
JOB APPLICATION 2018**

Kerr Street Mission (KSM) is an equal opportunity employer and is committed to hiring a workforce inclusive of the diverse population it serves. KSM promotes the principles of diversity and equity and adheres to the tenets of the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. This job posting is available in an alternative format upon request; please advise if any accommodations are needed.

No phone calls please. Thank you to all applicants for your interest in this position. Please note that only those selected for an interview will be contacted. More information about our agency is available on our website at [www.kerrstreet.com](http://www.kerrstreet.com)

**Please return this application along with a cover letter & resume to  
Alisa Ward [alisa@kerrstreet.com](mailto:alisa@kerrstreet.com) by March 18<sup>th</sup>, 2018**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

E-mail: \_\_\_\_\_

Our hope is to bring together a staff team that has complimentary skills and gifts. Please identify the role(s) you may be interested in so we can plan our staff team accordingly.

Program Team ( \_\_\_\_\_ weeks) [  ]

Counsellors ( \_\_\_\_\_ weeks) [  ]

Date You Can Start Working for Kerr Street: \_\_\_\_\_

Do you intend to take any vacation or days off between May-August? \_\_\_\_\_

If so, when? \_\_\_\_\_

**Areas of strength** (please check as many as are appropriate):

- Administration  Bible Teaching / Worship  Volunteer Coordinating  Crafts
- Creativity  Leadership  Programming  Drama
- Sports  Technology  Behaviour Management  Acting
- Communication  Marketing / Outreach
- Other \_\_\_\_\_
- Other \_\_\_\_\_



Are you currently attending school full-time? \_\_\_\_\_

Will you be returning to school full-time in September? \_\_\_\_\_

Special Courses or Training (ie. CPR, First Aid etc.):

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Experience/Skills Related to the Position for Which You Are Applying:

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**About You:**

KSM seeks individuals that demonstrate the following characteristics:

- Faith - building: Fully aligned with the message and mission of KSM.
- Trust - building: Works hard to build trust with people. Commands respect of children, parents & community and demonstrates commitment to relationship building.
- Responsibility - taking: Takes responsibility for actions and attitudes. Claims and solves problems and looks outward for solutions.
- Understanding and Empathy: Works to understand others - their strengths, fears and needs. Ready to stand up for differences

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The following positions are being offered as part of the Canada Summer Jobs program and is currently pending funding. To be eligible, students must:

- be between 15 and 30 years of age at the start of the employment;
- have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act<sup>2</sup>; and,
- be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
- This role is suitable for dynamic and confident individuals with a combination of relevant education and experience working with children and who have demonstrated one or more of the following successes creating, developing, implementing and leading programming to a diverse group of children.



Kerr Street Mission is committed to developing youth and providing employment opportunities that allow each individual to learn and grow. These positions are suitable for dynamic and confident individuals with a combination of experience, education, and a passion for working with children. We seek individuals who are interested in building relationships and who are able to collaboratively create, plan, and lead high quality camp programming for a diverse group of children in our community.

The following are position highlights and include (but are not limited to) a summary of key responsibilities. All staff work together as a team to support one another and achieve overall camp and program goals.

**1. Assistant Director**

- a. **Lead camper registrations, day trip bookings, and administrative support in regards to parent communications.**
- b. **Provide overall leadership and support to staff team (including but not limited to leading morning meetings, day schedules, and staff schedules).**
- c. **Responsible for protection policy training for all staff, and provides day to day support with camper issues that arise, and the parent communications involved.**
- d. **Responsible for the 2018 Summer Day Camp Budget & Expenditures, and overall camp administration and record keeping.**

**2. Ministry Director**

- a. **Responsible for the creation and implementation of camper bible studies for all age groups, weekly worship, and ministry support as needed.**
- b. **Provide support to Assistant Director in regards to parental communications and incident reports.**
- c. **Leadership and support to staff team (including but not limited to leading morning meetings, providing time off support, and overall staff encouragement).**

**3. Volunteer Coordinator**

- a. **Responsible for hiring, training, and support of all weekly volunteers.**
- b. **Leadership and support to staff team (including but not limited to leading morning meetings, providing time off support, and overall staff encouragement).**
- c. **Responsible for the protection policy training for all staff and volunteers.**

**4. Program Director**

- a. **Responsible for the creation and implementation of summer camp program, including but not limited to weekly themes, special day events, and daily activities for each age group.**
- b. **Oversee's the program team (one counselor within each age group), and is responsible for the training and support for that team.**
- c. **Assists in creating the 2018 program budget request, and maintaining expenses for program.**



- d. Provides leadership on day-to-day activities within each age group, and assists in the creation of the 2018 day camp schedule.
5. Counsellors
- a. Counsellors will work in pairs within each age group (administration, programming) to supervise a group of campers during their day-to-day programs. They are responsible for the safety, health and wellbeing of our campers throughout the day.
  - b. Responsible for knowing, enforcing, and following all safety procedures to maintaining a safe and controlled environment both at day camp, and throughout all excursions.
  - c. Help write an implement and weekly schedule for your age group, which includes organizing and leading a variety of small and large group activities each week (this may include crafts, nature, songs, games, swimming, etc).
  - d. Identify and respond to camper behaviour issues, and maintain accurate records in regards to incident reports.
  - e. Communicate with parents about participant's experiences, and report concerns to camp leadership.