



SUMMER EMPLOYMENT POSITION AVAILABLE

Title of Position Summer Literacy Camp Coordinator

Term: 4 Week Full-Time Contract

Location: Kapawe'no Community Hall + Training

Start date: July 3rd



Frontier College is a national, non-profit literacy organization which was founded in 1899. We work with children, teens, adults and families who need help to improve their literacy skills. We work with a variety of community-based organizations to deliver volunteer-run, community-based programs across Canada.

The Summer Literacy Camps Program began in 2005 as an initiative of the 27th Lieutenant Governor of Ontario, The Hon. James Bartleman. These literacy and mental wellness camps aim to combat summer learning loss, promote a love of reading and learning, as well as increased self-confidence children and youth.

This summer, Frontier College will work in partnership with Kapawe'no First Nation, Grouard Northland School and other local community partners to deliver a second Summer Literacy Camp (aka "Summer Discovery Camp") for children in Grouard/Kapawe'no, July 10-28

Overall Accountability

The Camp Coordinator will lead a small, independent team to deliver a diverse array of indoor and outdoor literacy-based camp activities in a safe, caring and fun-filled environment. The Coordinator must be prepared to demonstrate initiative and creatively engage the community, involving parents, elders and other community members in the camp curriculum.

Three Camp Counselors and a Camp Cook will report directly to the Grouard-Kapawe'no Camp Coordinator, who will in turn be remotely supervised by the Frontier College Camps Coordinator based in Edmonton.

The Grouard-Kapawe'no Camp Coordinator and Counsellors must be available for a week-long training program with Frontier College before camp (July 3rd-7th inclusive of travel days), learning the required skills to deliver a successful event. The training program will take place at the OPK School in Little Bigstone Cree Nation nr. Wabasca-Desmarais - travel, food, on-site daytime childcare and accommodation costs directly related to attendance will be covered.

Major Duties and Responsibilities

- Ensure smooth, effective set-up, operation, evaluation & wrap-up of summer literacy camp
- Attend and participate fully in Training Week
- Supervise and mentor 3 Camp Counselors and Camp Cook
- Coordinate day-to-day planning and organization of camp activities
- Ensure the safety and well-being of all camp participants during camp hours

- Establish and maintain good relationships with community members, and solicit and support their participation in the camps
- Maintain accurate camp records, ensure all camp documentation is maintained, and reported as required
- Implement evaluation, submit camp reports and evaluation documentation
- Maintain regular communication with Frontier College office in Edmonton

Skills and Attributes

- Excellent planning, organizational and time-management skills
- Good personal literacy skills
- Previous experience managing projects and people
- Comfortable and effective working with school-aged children
- A positive, friendly and approachable disposition with good community connections
- Adaptable, self-motivated, responsible, durable, creative, confident
- Able to work with different personalities/working styles, even in challenging situations
- Strong situational problem-solving and conflict-resolution skills
- Candidate must have or will have to complete a police/criminal record check including a Vulnerable Sector Search (costs will be reimbursed)

Additional Assets

- Demonstrated experience working with groups of children/youth in a summer camp or literacy program setting
- Possession of valid Standard/Emergency First Aid qualification considered an asset
- Valid driver's license and access to a vehicle

Compensation: We offer an attractive compensation package and a chance to work in a supportive environment.

Interested candidates should email resumé and covering letter to:

Matthew Gusul - Camps Coordinator, Edmonton mgusul@frontiercollege.ca

OR deliver by hand to Karen Lemay at Grouard Northland School or Carol Hanlon at Kapawe'no First Nation.

Closing date: 17:00 May 19th, 2017

For more information about Frontier College visit www.frontiercollege.ca.

You will be contacted if you are selected for an interview.

We are an equal opportunity employer. We welcome applications from diverse individuals who self-identify on the basis of any of the protected grounds under the Human Rights Code. We are committed to integration and maintaining the independence of individuals and removing barriers to accessibility in the workplace. We are committed to full compliance with the Human Rights Code, the Accessibility for Ontarians with Disabilities Act, the Occupational Health and Safety Act, and all other applicable legislation. We invite applicants to request accommodation, as required, throughout the application and hiring process.