



Job Posting
Hamilton/Burlington SPCA

Job Title: Summer Camp Supervisor, Summer Critter Camp
Accountability: Reports to Manager, Humane Education and Pet Visiting
Category: Temporary Full-Time (12 weeks starting May 29, 2017)
Career Level: Experienced
Salary Range: \$15.00/hour
Deadline: **Friday March 10, 2017 at 4:00 pm**

Summer Critter Camp program helps kids develop compassion and respect for all living things. The Summer Camp Supervisor coordinates camp for 30-40 campers age 6-11 years.

The 2017 Summer Critter Camp will run for 7 weeks from Monday July 3 to Friday August 18. The Supervisor's hours will be 9:00am-5:00pm during pre-camp planning and 8:00 am – 5:00 pm during the 7 camp weeks.

The successful candidate is passionate about youth, animals and the bond between people and animals in a civic society. This position will appeal to people who love learning, and

- Work independently in a fast paced and structured environment;
- Thrive in a team environment inclusive of youth, volunteers, peers, and experts;
- Are flexible, open minded and highly organized;
- Have excellent communication skills; and
- Care about animal welfare and would like to contribute to a mission driven organization that protects animals from people and promotes respect toward animals, animal health and well-being.

Key Responsibilities

- Plan, implement and oversee camp programming;
- Facilitate training and orientation;
- Manage administrative requirements including schedules/timelines, attendance, guest speakers, transportation, and program improvements as identified;
- Ensure compliance with health and safety requirements;
- Maintain open and positive communication with parents/guardians and stakeholders.

Requirements

- Between the ages of 15-30 years of age at the start of employment;
- Have been registered as a full-time student in the previous academic year and intent 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;
- be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations;

- First Aid/CPR Training;
- Vulnerable Sector Clearance.

Skills, Experience and Behaviours

- In progress of secondary diploma or post-secondary diploma, degree or certificate in: recreation, teaching, social services, animal related studies, or related field, and/or equivalent experience;
- Experience working with youth as a camp counselor, educator or trainer;
- Knowledge of humane education;
- Strong oral and written communication skills;
- Competent Microsoft Office skills.

Please note:

The Camp Supervisor will facilitate two training sessions, currently scheduled as follows:

- Junior Counselors:
 - **Saturday June 24 - 9:00am-12:00pm**
- Summer Camp Staff:
 - **Monday June 26 – 9:00am-5:00pm**
 - **Tuesday June 27 – 9:00am-5:00pm**
 - **Wednesday June 28 – 9:00am – 1:00pm**

To Apply

**Note: Position dependent on the funding.*

Applications will be accepted up to **Friday March 10, 2017 at 4:00 pm**. Only the candidates selected for an interview will be contacted. Interviews will be conducted the weeks of March 13 and 20.

Please fax or email resume and cover letter to:

Coordinator, Humane Education and Pet Visiting
Hamilton/Burlington SPCA

info@hbspca.com

Fax: 905-574-9087

The Hamilton/Burlington SPCA is a charitable non-profit organization.

- Our Cruelty and Investigation team protects animals from people.
- Our Humane Education programs promote responsible pet ownership.
- Our Animal Care staff and volunteers match our animals with forever homes in the community.
- HBSPCA strives to ensure that its employment practices are free from direct and indirect discrimination and is committed to upholding the human rights of those participating in the hiring process. In pursuit of this commitment, HBSPCA will not condone or tolerate any acts of discrimination or harassment under any of the grounds protected under human rights legislation. This commitment extends to the hiring process and throughout the course of employment.

Charitable Registration Number: 11923 6750 RR0001