



Position: Camp Counsellor – Summer Staff, Full Time Contract  
Accountability: Director of Programming, Girls incorporated of Durham  
Hours of Work: 35 hours per week – Monday to Friday  
Location: Satellite locations in Pickering, Brooklin, Oshawa, Whitby & head office in Ajax at 1-398 Bayly Street West

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**SUMMARY OF DUTIES:** The Camp Counsellor, under the supervision of the Director of Programming, is responsible for delivering Girls Inc. group programs in satellite locations throughout Durham Region. This includes liaison with community partners, recruitment and training of volunteers, registration of girls for the programs and pre and post program evaluation.

**RESPONSIBILITIES:**

- (a) Participates in planning and implements activities for camp sites.
  - (b) Participates in room set-up, preparation, take down and clean up and decoration of site.
  - (c) Ensures materials and equipment needed for camp sessions and activities are ready and available.
  - (d) Encourages agency staff and program volunteers to be creative and innovative. Inspires and motivates them to explore new and different approaches and resources to keep programs flexible and responsive so that the needs of girls are met most effectively.
  - (e) Maintains confidentiality.
  - (f) Maintains accurate records as required such as mileage logs, petty cash, receipts for purchases, inventory of site supplies, evaluation forms, etc.
  - (g) Maintains positive relationship and contact with parents/guardians regarding agency program initiatives.
  - (h) Stimulates interest and enthusiasm within the community for agency activities and interprets agency programs to interested individuals and groups. Builds contacts within the community which will expand services for girls. Making referrals as needed.
  - (i) Initiates and cooperates in inter-agency collaborative efforts that serve girls as an advocate for girls in the community.
  - (j) Supervises children during program activities and field trips.
  - (k) Assists children to resolve conflicts.
  - (l) Informs Camp Lead(s), Director of Programming, and Executive Director of problems, concerns, needs, trends and other situations as necessary.
  - (m) Works collaboratively with other staff to meet agency goals and achieve staff objectives.
  - (n) Participates in periodic assessment of own performance, develops own goals and objectives. Attends and participates in Girls Inc. functions as agreed upon with the Executive Director.
  - (o) Performs other duties as assigned.
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**QUALIFICATIONS:**

- 1. Familiarity with knowledge of Durham Region and services for children and their families.
- 2. Training and work experience in programming and working with children ages 6-18.
- 1. Must possess leadership skills, enthusiasm, internal motivation, initiative and a positive attitude.
- 2. Skilled in working with diverse populations, inclusive and anti-oppressive; ability to facilitate cooperatively and work as a team.
- 3. Ability to communicate with children and foster their involvement and participation in program planning, problem solving and decision making.
- 4. Ability to inspire, stimulate, encourage creativity and innovation.
- 5. Familiar with a pro-girl, feminist perspective.
- 6. A valid driver's license and reliable transportation is required.
- 7. Must be between 18-30 years old at the start of employment.

**Flexibility is required for working variable hours, including occasional evenings/weekends.**

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**HOW TO APPLY:**

Please forward resume and cover letter to **Tracey McCannell, Director of Programming**, at [tmccannell@durham.girls-inc.org](mailto:tmccannell@durham.girls-inc.org). Applications will be taken on a rolling basis.

**Candidates will be required to provide a current police check with vulnerable sector screening upon hire.**

We thank all applicants for their interest. Only those selected for an interview will be contacted. Girls Inc. of Durham is an equal opportunity employer. We encourage applications from individuals of all race, ethnicity, religion, ability, sexual orientation and gender expression.