



## Summer Camp Director

**Location:** Richmond Hill, ON

**Hours of Work:** 40 hours per week or as required

**Salary:** \$18 - \$21/hour

**Start Date:** Monday June 20, 2022

### Overview:

CJ's SKATEPARK is the largest Not-for-Profit indoor, climate-controlled skatepark in the world! We pride ourselves in delivering top-tier programming and an amazing summer camp experience for kids ages 5 – 14. **This year we are offering camp in partnership with the City of Richmond Hill at two locations – Richmond Green and Oak Ridges.** These camps will have a maximum of 20 campers in each location. As a Summer Camp Director, you would be responsible for overseeing the day to day operations of camp at one of two locations in Richmond Hill, supervising staff and giving kids the best possible camp experience!

### Responsibilities:

- Assist in scheduling activities for multiple groups while maintaining staffing ratios and operating procedures.
- Manage instructors ensuring that they are delivering fun, educational programs in a safe and supportive environment according to CJ's SKATEPARK procedures.
- Be the face of the camp and provide excellent customer service and troubleshooting throughout the booking, camping, and retention process.
- Maintain client communication and rapport by greeting families at drop off and pick up, as well as communicate via phone or email as required.
- Ensure the safety of all participants and staff by following CJ's SKATEPARK and policies and procedures.
- Ensuring weekly paperwork is complete for the City of Richmond Hill and for campers (camp certificates, evaluations, lesson program information, etc).
- Be an ambassador of CJ's SKATEPARK at our offsite camp.
- When necessary, support the delivery of programming by stepping into a Camp Instructor role.

#### CJ's SKATEPARK

560 Hensall Circle, Mississauga, ON, Canada L5A 1Y1

**416.259.6888**

info@CJsSKATEPARK.com

**CJsSKATEPARK.com**



- Assist in organizing and facilitating staff training for Camp Instructors during the week of June 27th.

**Other duties as required.**

**Requirements:**

- Ability to multi task, motivate, and encourage others.
- Able to work and coordinate with other instructors, staff members and volunteers.
- Excellent problem-solving skills.
- Superior manners and strong customer service skills.
- A positive attitude and ability to take initiative with a flexibility to adapt to shifting priorities

**Skills/Qualifications:**

- Minimum Two (2) years of experience as a Camp Counsellor or equivalent experience leading student groups in an outdoor setting.
- Standard First Aid & CPR certification.
- High Five training certification considered an asset.
- Demonstrated experience in a leadership position supervising a team, organising schedules and program logistics, managing risk and responding to incidents.
- Experienced skateboard rider.
- Age 18 or older.

**As a condition of employment, a valid Police Records Check (for working with the Vulnerable Sector) completed within the last 6 months is required prior to commencing work.**

CJ's SKATEPARK is an equal opportunity employer and is committed to fostering an inclusive, accessible environment, where all employees and customers feel valued, respected, and supported. Only those candidates selected for an interview will be contacted. If you require any type of accommodation during the recruitment and selection process (including alternate formats of materials, or accessible meeting rooms, or any other accommodation), please let us know and we will work with you to meet your needs.