

2024 Summer Camp Supervisors

The Burlington Gymnastics Club is a not-for-profit organization governed by a volunteer Board of Directors. For over fifty years the club has provided quality recreation and competitive (artistic and rhythmic) programs in a safe, inclusive, positive environment focused on learning and developing the whole child. Operating two gymnastics centres in Burlington, supported by a staff of over seventy (75), the club is proud of its achievements within the sport of gymnastics, its community involvement and tenure with the City of Burlington.

Work Term: June 24 - August 30, 2024

Hours: Monday - Friday 37.5 hours per week (7.5 hours/day between 8am - 6pm)

Position(s): Summer Camp Supervisors. Hiring two (2) positions.

Language: English

Salary: From \$20.00 per hour

Location: 710 Maple Avenue, Burlington Ontario

Position Summary: Under the supervision of the Recreation Manager, the supervisor team will plan, organize, execute and evaluate summer camp. The team will mentor the Canada Summer Jobs (CSJ) Program Leaders and supervise Coaches, Coaches in Training (CIT) and Volunteers in Training (VIT).

Job Responsibilities: The primary responsibilities of this position are to:

- Lead in the planning, organization, administration, execution and evaluation of summer camps
- Lead in the planning and facilitating staff training sessions for camp staff in cooperation with the Recreation Manager including Emergency Action Plan (EAP) training
- Supervise recreation camps and staff to ensure all abide by BGC policies and Code of Conduct
- Mentor CSJ Program Leaders setting goals, scheduling weekly mentoring meetings
- Complete day to day administration reports (attendance, payroll sheets, equipment checklists, cleaning lists, etc)
- Complete evaluation reports on camp staff
- Ensure that accident/incident procedures are strictly adhered to at all times
- Work with VITs to ensure they are included in the program with specific responsibilities
- Demonstrate a high level of customer service, delivered in an efficient, courteous and respectful manner
- Manage the program inventory budget and supplies
- Assign duties as required

Position Requirements: This position requires:

- A current Standard First Aid and CPR certification prior to commencement of camp
- A current Vulnerable Sector Police Screen (if over 18 years of age)
- Proof of completion of NCCP WAG Comp 1



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- A Secondary (high) school graduation certificate, enrollment in post secondary college or university related course or equivalent related experience
- Individuals to be 18 years of age or older
- Individuals to have excellent organizational and time management skills
- Individuals that have outgoing personality with strong customer service skills
- Individuals that are reliable and professional
- Individuals that enjoy working with ages 4-12 years
- A working knowledge of Google Suites and Excel

Experience: Supervisor: 2 years preferred

Application Deadline: April 30th. Please send resumes to dizzard@bgcgym.com

While we thank all applicants for their interest, only those applicants selected for an interview will be contacted.