

Pickering is a vibrant, connected, and engaged community that is experiencing both significant economic and residential growth. We continue to evolve as a preferred destination for creative learning, memorable events, and unique experiences, and are seeking passionate candidates that are committed to joining us on our journey.

Our dedicated, energetic staff are guided by our core values and corporate priorities which fuel an inclusive culture and encourages teamwork, customer service excellence, and personal and professional growth.

2022 Camp Positions

Applications for all positions are due on Friday, January 28th, 2022 by 4:30 pm

Applicants for March Break Camp and Summer Camp must meet the following minimum requirements:

- Candidates must currently be enrolled in a secondary, post-secondary, or another full-time educational program and must be returning to school in a full-time capacity **September 2022***. The City of Pickering will accept any of the following to verify enrolment in college or university:
 - Registrar's letter confirming enrolment and academic eligibility for the next semester.
 - Letter or screen shot confirming your anticipated graduation date
 - Letter or screen shot indicating that you have more credits left to complete in your current degree
 - Letter or screen shot confirming your application to a program next term/semester at a post-secondary education establishment

Camp Director and Coordinator, Special Needs & Volunteers positions do not require to be returning to full-time attendance at school for the following year.

- Have attained the age of 16 (by February 1st, 2022 to work at March Break Camp, and by May 1st, 2022 to work at Summer Camp)
- Preference will be given to qualified students who are residents, or whose parents or legal guardians are residents, within the corporate limits of the City of Pickering, however, this is not to exempt students from other municipalities from applying to these positions
- Must possess a current **Standard First Aid & CPR-C*** certificate during the course of employment with a minimum certification expiration date of **March 19th, 2022 for March Break Camp** and **September 3rd, 2022 for Summer Camp**. Please indicate the expiration on your application or resume. If you are taking the course for the first time or renewing, the certification must be issued prior to **February 1st, 2022 for March Break Camp and Summer Camp**.

***Note: Only those with current certifications as defined above, or who are registered at the time of submitting their application to attend a Standard First Aid & CPR-C course to take place prior to February 1st, 2022, will be considered for employment.** Confirmation of registration will be required if being considered for an interview. **Other levels of certification** (i.e. emergency first aid, basic first aid, CPR-A, CPR-B) **are unacceptable.**

The following providers offer Standard First Aid and CPR-C training. Please call them directly to register for a course:

- City of Pickering, Program Registration 905.420.4621
- St. John's Ambulance 905.434.7800
- Canadian Red Cross 1.866.723.2933
- Successful candidates will be required to provide a satisfactory Vulnerable Sector Screening as a condition of employment
- Must be available to work the entire duration of the Programs:
 - March Break – March 14th to March 18th
 - Summer Camps – June 26th to September 2nd
- Must be able to work weekends and holidays as required including May 2022** (TBD) for Summer Camp Open House at Artfest and Canada Day on Friday, July 1st, 2022

****Note: Due to the uncertain nature of COVID-19, Artfest may or may not be postponed or completed cancelled.**

- Must be willing to attend various mandatory training sessions (see below)

- Applications/resumes should also include related education and employment experience as well as relevant recreational and volunteer experience for the camp/position that best suits the applicants background

Camp staff will be required to plan, organize, and implement specific activities and special events for the 2022 March Break and 2022 Summer Camp Programs.

March Break Camp

March 14th to March 18th, 2022

(Requirement of service is dependent upon registration)

Mandatory Training Dates

- **New** qualified applicants for **March Break Camp** who are selected to attend an interview will be required to develop a Program Plan and be prepared to discuss and present it at the time of interview
- **Only new** March Break Camp Staff must attend High Five – Principles of Healthy Child Development training on Saturday, March 5th, 2022 from 9:00 am to 4:30 pm at Don Beer – Banquet Hall
- **All staff** must attend Camp Training on March 8th from 5:00 pm to 9:00 pm and March 10th from 5:00 pm to 9:00 pm

Position & Experience Required	Additional Mandatory Training Dates Specific to Each Position
Camp Counsellor & Back-up Camp Counsellor (\$14.35/hr.) <ul style="list-style-type: none"> • Previous experience working with children ages 3-12 • Experience in a camp setting is an asset 	<ul style="list-style-type: none"> • See dates above highlighted in yellow • One staff member chosen as Bus Monitor: <ul style="list-style-type: none"> ▪ Bus Monitor Training – March 2022 (TBD)
Camp Counsellor, Special Needs (\$16.48/hr.) <ul style="list-style-type: none"> • Previous experience working with children with special needs • Experience in a camp setting is an asset 	<ul style="list-style-type: none"> • See dates above highlighted in yellow • Required to meet with campers prior to the start of camp • Approximately 1 hour of prep work prior to camps
Assistant Camp Director (\$16.48/hr.) <ul style="list-style-type: none"> • 1 year of experience as a Camp Counsellor 	<ul style="list-style-type: none"> • See dates above highlighted in yellow • Approximately 5 hours of prep work prior to camps • Bus Monitor Training –March 2022 (TBD)
Camp Director (\$20.58/hr.) <ul style="list-style-type: none"> • 2 years of experience as an Assistant Camp Director • Valid “G” or “G2” Class Ontario Driver’s License and personal vehicle for use in the performance of work duties required 	<ul style="list-style-type: none"> • See dates above highlighted in yellow • Approximately 20 hours of prep work prior to camps

Summer Camp

June 26th to September 2nd, 2022

(Requirement of service is dependent upon registration)

Mandatory Training Dates

- **New** qualified applicants for **Summer Camp** who are selected to attend an interview will be required to develop a Program Plan and be prepared to discuss and present at the time of interview
- **Only new** summer staff must attend High Five – Principles of Healthy Child Development training on Saturday, May 28th, 2022 from 9:00 am to 4:30 pm at Don Beer – Banquet Hall
- **All staff** must attend Camp Training – June 11th, June 18th, and June 23rd from 9:00 am to 5:00 pm

Position & Experience Required	Additional Mandatory Training Dates Specific to Each Position
Camp Counsellor & Back-up Camp Counsellor (\$14.35/hr.) <ul style="list-style-type: none"> • Previous experience working with children ages 3-12 • Experience in a camp setting is an asset 	<ul style="list-style-type: none"> • See staff training dates above highlighted in blue • Back-Up Camp Staff will be required to work on various Summer Special Events with the Events Team.

<p>Camp Counsellor, Special Needs (\$16.48/hr.)</p> <ul style="list-style-type: none"> • Previous experience working with children with special needs • Experience in a camp setting is an asset 	<ul style="list-style-type: none"> • See staff training dates above highlighted in blue • Required to meet with campers before the start of camp • Approximately 5 hours of prep work prior to camps
<p>Assistant Camp Director (\$16.48/hr.)</p> <ul style="list-style-type: none"> • 1 year of experience as a Camp Counsellor 	<ul style="list-style-type: none"> • See staff training dates above highlighted in blue • Approx. 20 hours of prep work prior to camps • Assistant Counsellor Training – May/June 2021 (TBD) from 6:00 pm to 9:00 pm • Bus Monitor Training – June 2021 (TBD) at 4:30 pm
<p>Camp Director (\$20.58/hr.)</p> <ul style="list-style-type: none"> • 2 years of experience as an Assistant Camp Director • Valid “G” or “G2” Class Ontario Driver’s License and personal vehicle for use in the performance of work duties required 	<ul style="list-style-type: none"> • See staff training dates above highlighted in blue • Prep work prior to camps <ul style="list-style-type: none"> ▪ Arts/Museum Camp – approx. 80 hours ▪ Sports, Adventure, and Mini Pidaca – approx. 60 hours ▪ Extend-a-Camp – approx. 20 hours
<p>Camp Director, Specialty Camp (\$20.58/hr.)</p> <ul style="list-style-type: none"> • Must possess one of the following; BATD or RAD certificates (specifically for Dance Camp) • Valid “G” or “G2” Class Ontario Driver’s License and personal vehicle for use in the performance of work duties required • Previous experience working with children ages 3-12 • Must have a minimum of six months’ instruction experience 	<ul style="list-style-type: none"> • See dates above highlighted in blue • Approximately 60 hours of prep work prior to camps
<p>Coordinator, Special Needs & Volunteers (\$20.58/hr.)</p> <ul style="list-style-type: none"> • 2 years experience in working with children with special needs in a camp program, group home or recreational setting/volunteer program experience • Valid “G” or “G2” Class Ontario Driver’s License and personal vehicle for use in the performance of work duties required 	<ul style="list-style-type: none"> • See staff training dates above highlighted in blue • Approx. 210 hours of prep work prior to camps • Mandatory Assistant Counsellor Training – May/June 2022 (TBD)

Details on How to Apply For Camp Position(s):

To be considered for a 2022 camp position(s), **please complete the online application form, or submit a resume detailing your qualifications, no later than Friday, January 28th, 2022 by 4:30 pm.** Please reference the specific position(s) you wish to be considered for directly on the application. Remember to provide your contact information if you attend school out of town.

Drop off or Mail to: City of Pickering
Human Resources Department
One The Esplanade
Pickering, ON L1V 6K7

Online: pickering.ca
Email: hr@pickering.ca
Fax: 905.420.4638

We thank all applicants for their interest; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act and will be used for the purpose of candidate selection. An equal opportunity employer, all employees are governed by the City’s Mandatory Vaccination Procedure. Please contact Human Resources if you require accommodations throughout the recruitment process. Documents are available in alternate formats upon request.

The City of Pickering is committed to inclusive, accessible, and barrier-free employment practices and to creating a workplace that reflects and supports the diversity of the community we serve. We encourage and welcome applications from qualified applicants including members of racialized groups, Indigenous Peoples, persons with disabilities, and persons of any sexual orientation or

gender identity. Please let us know if you require an accommodation and we will work with you to ensure a barrier-free hiring process.

An Equal Opportunity Employer