



# Native Child and Family Services of Toronto

## Assistant Supervisor, Cultural Camps

**Hours:** 35 hrs/wk.

**Range:** \$65,981-\$82,317

**Location:** 1122 Lodge Rd, Clarendon Station

**Classification:** FT Regular

### Summary:

Native Child and Family Services of Toronto strives to provide a life of quality, well-being, caring and healing for our children and families in the Toronto Indigenous Community. We do this by creating a service model that is culture-based and respects the values of Native people, the extended family, and the right to self-determination and through the integration of holistic, culturally based prevention services that are child centred, family focused, and community driven.

Reporting to the Supervisor of Cultural Camps, the Assistant Supervisor of Cultural Camps will assist in managing NCFST's on the land camp programs at the agencies year-round camp and day camps throughout the summer. Assist the Supervisor in providing culturally appropriate leadership, direct, coordinate, administer and evaluate the camp's program activities and staff.

**The Assistant Supervisor will be required to stay at overnight camp grounds throughout the year and specifically for up to 5 weeks during July and August, and will be responsible for the camp(s) set-up and take-down in June and September. This position will also require the Assistant Supervisor to work weekends and Monday – Fridays which will require them to remain at the camp for the duration of the camp program. \*Note\* lodging and meals will be provided while at the camp.**

### Primary Responsibilities:

#### Cultural Camp Program Management

- Assist in managing the process of program development and evaluations for all camp programs, and camp staff;
- Act as a leader, role model and resource person in overseeing the programming and execution of all camp activities and programs, including food service, recreational activities, handicrafts, and traditional teachings/activities;
- Develop camp programs that incorporate traditional teachings, knowledge and activities;
- Camp program management includes, Summer Day & Overnight camps, and year round camp programming, etc.;
- Assist in reviewing and updating NCFST camp Policies and Procedures to ensure they are in accordance with Ontario Camps Association and NCFST standards.

#### Staff Management and Work Assignments

- Assist in interviewing, hiring, and training seasonal camp staff.
- Responsible for camp counselors' weekly agendas and assignments of specific responsibilities; and, the review, approval and submission of time sheets for all staff;



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- Accountable for the proper supervision of staff to ensure quality of program is maintained, appropriate, and to ensure camper safety at all times;
- Assist in staff management, including but not limited to hiring, orienting the Agency Policies and Procedures, time card (through ADP) administration, orienting to program areas, coaching and managing performance; Work cooperatively with the camp program leaders to provide an effective; communication network keeping all stakeholders informed of all pertinent information and concerns addressed in a professional and timely manner;
- Establish and maintain safety procedures as they pertain to the complete supervision of all campers and staff including submission of all relevant paperwork, incident forms, etc.;
- Work with camp coordinators and camp counselors to monitor and ensure camp compliance with all regulations and policies including NCFST Camp Policies and Procedures, Ontario Camping Association (OCA) Standards, Public Health Standards, and City of Toronto Summer Day Program Standards. Notify NCFST management of non-compliance and recommendations.

## General

- Ensure facilities, equipment, materials/supplies are maintained and kept in acceptable, safe condition.
- Maintain crisis management plan, including but not limited to, emergency procedures.
- Will be required to live weekdays and weekends (depending on programming) on site at the NCFST year-round camp throughout the year.
- Provide on-call emergency/crisis management supervision and supports to campers and staff at the camp as needed.
- Build and maintain relationships with local First Nations.
- Liaise with OCA staff, Internal NCFST, local First Nations Communities, and Toronto District School Board (TDSB) staff as required.
- Perform other duties as assigned or as needed

## Qualifications, Knowledge and Skills:

### Education and Experience:

- Post-secondary education in recreation, human services, or other relevant education plus two years relevant experience working with Indigenous Communities and families.
- Experience in developing and implementing cultural on the land programming.
- Experience as a camp counselor is an asset
- Alternatively, an equivalent combination of education and experience.

### Knowledge:

- Knowledge of Native culture(s) and urban Native issues; Native ancestry is an asset.
- Demonstrated understanding, and commitment to, integrating the Native Child and Family Services of Toronto mission and values into practice, service and relationships.
- Demonstrated understanding of workplace Health and Safety practices and understanding of an employee's responsibility under the current legislation

### Skills:

- Current certification for CPR (adults/children) and First Aid Basics
- ORCKA, National Lifeguard and other camp related certifications is an asset
- A valid driver's license; license in multi-passenger vehicle is an asset
- Ability to work well with children with complex and multiple needs, youth, adults
- Ability to work and live together with other staff in camp
- Excellent organizational skills



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- Demonstrated ability to prioritize and to take initiative
- Excellent communication skills (oral and written)
- Good interpersonal skills and ability to liaise with staff at all levels
- Ability to work independently, and on a team and to accept supervision
- Recognition of the need for discretion and confidentiality in carrying out all tasks

## **Physical Demands:**

- Incumbent must be able to work a flexible work schedule with hours varying in time, day, and duration throughout the year.
- The position requires stooping, standing, climbing, swimming, canoeing, walking, hiking, kneeling, crouching, and at times, the lifting / moving of items over 25 lbs.
- Working in inclement weather accordingly.

## **To apply, please provide:**

- Cover letter outlining how you how meet the qualifications of the role.
- Current resume and include three work related references
- Proof of Vaccination. NCFST employees are required to be fully vaccinated against COVID-19, absent of a valid medical exemption or other reasonable consideration pursuant to the Human Rights Code of Ontario.
- As a multi-service urban Indigenous agency providing holistic, culture-based programs and services to Indigenous children, and families, NCFST will give priority to applicants who identify as First Nations, Inuit, Metis, and those with close affiliations.
- NCFST is committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, NCFST will make accommodations available to applicants with disabilities upon request during the recruitment process.

## **Closing Date: Until Filled**

If you are interested in this job opportunity, please apply by clicking [APPLY HERE](#)

*We thank you for your interest, however, only those applicants selected for an interview will be contacted.*