



Job Description

The City of Orillia Parks, Recreation and Culture Department have various summer camp contract positions available in the areas listed below. Please make sure to clearly indicate what position(s) you are applying for by checking the appropriate box.

APPLICATIONS WILL NOT BE ACCEPTED UNLESS YOU INDICATE WHICH POSITION(S) YOU ARE APPLYING FOR BY CHECKING (✓) THE APPROPRIATE BOX.

✓	Position	Duties	Contract Duration	Pay Rate (Based on 2018 rates)
	Summer Coordinator	Manage summer programs including camp administration, supervision, training and coordination. Must have valid G driver's license, reliable vehicle, High Five PHCD, current Standard First Aid and CPR-C. Quest 2 and other related certifications are considered an asset.	May – Sept.	\$18.50
	Inclusion Coordinator	Manage inclusion program including administration, supervision, training and coordination. Must have valid G driver's license, reliable vehicle, High Five PHCD, current Standard First Aid and CPR-C. Quest 2 and other related certifications are considered an asset.	May – Sept.	\$16.75
	Camp Supervisor	Supervise the day camp program - plan, implement and supervise specific camp activities and staff. Must have valid G driver's license, High Five PHCD, current Standard First Aid and CPR-C.	June – Sept.	\$16.75
	Inclusion Counsellor	Work directly with children with various challenges and abilities to create a fun and safe camp experience. Must have High Five PHCD, current Standard First Aid and CPR-C.	June – Sept.	\$16.00
	Camp Counsellor	Plan and lead quality day camp programs as well as create a fun and safe camp experience. Must have High Five PHCD, current Standard First Aid and CPR-C.	June – Sept.	\$15.00

***The wages above include a \$1.00/hr contract completion bonus (to be paid at the end of summer).**

There is a High Five PHCD course being offered on March 2, 2019. To register, please go to: <https://ca.apm.activecommunities.com/cityoforillia/>

Join us at Rotary Place on **January 16, 2019** from **4:00 p.m. – 7:00 p.m.** for our Parks, Recreation and Culture Job Fair! See what positions will be available at the new Orillia Recreation Centre, and apply for summer jobs!

All of the above qualifications must be obtained before the start of employment. A Criminal Record Check with Vulnerable Sector Check is required at the time of hiring, at the candidate's expense, for all of the above positions. Interested applicants are invited to submit a resume in confidence in MS Word format by **February 1, 2019 at 4:00 p.m. to:**

Lori Bolton, CHRL, Director of Human Resources,
City of Orillia, 50 Andrew Street South, Suite 300, Orillia, ON L3V 7T5
Email: lbolton@orillia.ca Fax: 705-325-5904

We thank all applicants that apply and advise that only those to be interviewed will be contacted. The City of Orillia is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise the City of Orillia Human Resources Department if you require any accommodations to ensure you can participate fully and equally during the recruitment and selection process. In accordance with the *Municipal Freedom of Information and Protection and Privacy Act*, personal information is collected under the authority of the *Municipal Act 2001*, S.O. 2001, c. 25, and will be used for the purpose of candidate selection. Questions about this collection should be directed to the Freedom of Information Coordinator, 50 Andrew St. S., Suite 300, Orillia ON L3V 7T5 or call 705-325-1311.