

City of Mississauga
Summer Student 2009
YOUTH SERVICES JOB
OPPORTUNITIES

1. How do I apply?

All of our Summer Student 2009 employment opportunities are available to view on-line at www.mycitycareer.ca /Seasonal Opportunities. When you have selected an employment opportunity that you are interested in, apply online by using the "Apply" button at the top or bottom of the job posting.

If you worked for the City of Mississauga last summer then you have already registered with our site, if you are a new applicant then you need to register on our career site (view job and click on the apply button, a "Registration Form" will appear) once registered, download or create a resume/cover letter, then proceed to complete the questionnaires attached. All postings have a series of questions attached to obtain additional information about the applicant.

Need access to a computer? The City has two locations where you can use computers to apply for jobs.

- Mississauga Library - Central Branch 4th Floor, Career Centre located at 301 Burnhamthorpe Rd. W. Mississauga, ON, L5B 3Y3
- Mississauga Civic Centre, Cashier's Hall located at 300 City Centre Drive, Mississauga, ON, L5C 3B1

2. Do I qualify for the City of Mississauga 2009 Summer Student Youth Services Employment Opportunities?

To qualify for a Summer Student job within the City of Mississauga you must:

- Be 16 years of age or older as of the date of your employment unless otherwise specified.
- Be currently enrolled in a secondary or post-secondary education institution on a full-time or part-time basis.

A part-time student in university/college can be admitted to the Student Summer Employment Program if transcripts indicate that the course of study is leading to a degree/diploma. You may be asked to provide a copy of your transcripts during the interview.

- Meet the required qualifications that must be kept current throughout the employment term.
- Be able to validate the above criteria by providing original documentation, as requested, during an interview.

3. I am having problems filling in the online application, is there help?

Please e-mail your technical question(s) to support@workopolis.com.

4. Did you receive my application?

When you apply for a position online you automatically receive an acknowledgement indicating your application was successfully received. Please make sure your e-mail address is entered correctly to ensure proper delivery of your confirmation e-mail.

In addition to your e-mail confirmation, the following message will appear on your screen once you have completed your application and questionnaire (sample below).

Application Complete

| | |
|---|------------------------------------|
| Your Application has been submitted to | |
| Company | CITY OF MISSISSAUGA |
| Position | Youth Services Job (sample) |
| Date | 2006-09-26 15:43:49 |

NOTE: Hardcopy applications will not be accepted.

5. What is the status of my application, will I be considered?

We receive a high volume of applications and cannot provide status updates on individual applications.

Generally, we will commence the applicant review process after the official closing date of the competition. Application deadlines for 2009 Summer Student Job Opportunities is January 15, 2009.

6. When are the interviews? When will I be contacted?

We will commence the applicant review process after the official closing date of the competition.

Applicants selected for an interview will be contacted via e-mail.

7. How will I be notified?

Our usual method of contacting applicants is by e-mail. Ensure your e-mail address is current and up to date.

NOTE: You will only be contacted if you are selected for an interview.

8. The competitions have closed. Can I still apply?

All summer jobs will be posted on our web site until January 15, 2009. Should we require any further applications after January 15, 2009, we will be referring to our Future Opportunities. (Job Link – Recreation).

9. How do I make a change to my application?

If you need to update your resume, simply go to our career site at www.mycitycareer.ca under Job Seekers, locate My Resumes, click the link and log in, then locate the resume you want to update.

Only resumes and cover letters can be updated. Questionnaires can only be answered once; therefore no changes can be made to questionnaires.

Note: You may only apply to a job once.

10. Are there any other vacancies?

All jobs available to the public can be viewed on-line at www.mycitycareer.ca.

11. What types of camps and jobs are available?

Listed below are the varieties of camps that could be offered during March Break and the summer:

Adventure Camps
Sports Camps
Preschool Camps

Camps require Leaders, Specialists, Site Leaders, Pro and Assistant Pro Sport Instructors, Senior Staff and Camp Supervisors (detailed job descriptions for each position are provided in the following pages).

Youth Leader, Camps

JOB REQUIREMENTS:

The successful candidate will be a minimum of 16 years of age and must possess a valid Emergency First Aid and CPR B Certificate and be currently working toward a Secondary School Graduation Diploma or College/University degree/diploma. Previous experience working with children is an asset. Employment offer is conditional upon receipt of a Criminal Records Search, Vulnerable Sector Screening that is acceptable to the City of Mississauga.

PRIMARY FUNCTION:

Under the direction of the Senior Staff, Camps, the successful candidate will assist in the operation and delivery of a comprehensive full or half day camp experience as developed by Recreation and Parks to meet the needs of staff and all participants and to ensure adequate safety while facilitating their leisure activities.

JOB RESPONSIBILITIES:

- To support the objectives and philosophies of the various camp programs as established by Recreation and Parks through quality instruction and excellent customer and staff relations.
- To instruct, supervise and coordinate a comprehensive camp program as developed by Recreation and Parks to meet the needs of all participants in the programs.
- To participate in the leisure swim activity as scheduled.
- To be available as a knowledgeable resource to the participants, parents and staff and volunteers.
- To effectively provide quality customer service and act as a knowledgeable resource to parents, participants and staff.
- To attend all trainings and staff meetings as scheduled.
- Responsible for the safety and well being of all registered participants and volunteers.
- To plan, implement and evaluate a dynamic camp program. Assist in the planning and operation of special activities.
- Responsible for the cleanliness of program location. Conduct safety checks of program equipment and allocated facilities daily. Assist in the clean-up at the conclusion of the program.
- Effectively communicate with Facility and Program Staff to ensure a quality program.
- To arrive at work in appropriate uniform and be prepared to start work at the designated time.
- All staff must report all accidents/incidents to their immediate supervisor within 24 hours. Appropriate forms are to be completed immediately and forwarded to your Supervisor.
- To inform supervisor within 24 hours if injured while on the job. If medical attention is required, your doctor must complete a standard Workman's Compensation Form. A copy of this form must be forwarded to your supervisor within 24 hours of the occurrence.
- Performs various other duties as assigned.

REMUNERATION:

The duties and responsibilities of a Leader, Camps are reflected in the hourly rate of pay outlined on the part-time rate schedule.

Staff will be paid on an hourly basis for attending required training or special meetings at a Special Meeting/Training rate of pay.

Staff will receive vacation pay of 4% of total wages upon termination of employment or on the last pay of the year.

Advancement to job rate is dependant on completion of one summer of continuous employment and a successful performance review.

Hourly Rate: \$9.17 - \$9.76 per hour

Site Leader, Camps

JOB REQUIREMENTS:

The successful candidate will be a minimum of 16 years of age and will have or be working on a Secondary School Graduation Diploma or College/University diploma/degree and must possess a valid Emergency First Aid and CPR B Certificate. Candidate with one year experience working with children in a recreational setting is preferred and previous experience supervising staff an asset. Employment offer is conditional upon receipt of a Criminal Records Search, Vulnerable Sector Screening that is acceptable to the City of Mississauga.

PRIMARY FUNCTION:

Under the direction of the Senior Staff, Camps the successful candidate will assist in the operation and delivery of a comprehensive full or half day camp experience as developed by Recreation and Parks to meet the needs of staff and all participants and to ensure adequate safety while facilitating their leisure activities.

JOB RESPONSIBILITIES:

- To support the objectives and philosophies of the various camp programs as established by Recreation and Parks through quality instruction and excellent customer and staff relations.
- To supervise, coordinate and administer a comprehensive camp program as developed by Recreation and Parks to meet the needs of all participants in the programs.
- To initiate and ensure planning, preparation and implementation of a dynamic camp program.
- Work in conjunction with Summer Supervisor, Camps/Senior Staff, Camps to provide on-site support, direction and assistance to Leaders and volunteers.
- Responsible for ensuring the planning and implementation of Special Events (theme days) and assisting with fund-raisers as deemed necessary.
- To effectively provide quality customer service and act as a knowledgeable resource to parents, participants, volunteers and staff.
- Responsible for the safety and well being of all registered participants and maintain attendance records for each site. To maintain additional administrative records as required.
- Responsible to ensure the implementation of departmental safety standards at site location, including cleanliness of program location.
- Attend training week. Assist in the planning and implementation of training week as required.
- To communicate regularly with Supervisor, Camps to ensure program needs are being met.
- To communicate regularly with Facility Staff and Board of Education Staff regarding the use of the facility and report any concerns/damage to Supervisor immediately.
- To arrive at work in appropriate uniform and be prepared to start work at the designated time.
- All staff must report all accidents/incidents to their immediate supervisor within 24 hours. Appropriate forms are to be completed immediately and forwarded to your Supervisor.
- To inform supervisor within 24 hours if you are injured while on the job. If medical attention is

required, your doctor must complete a standard Workman's Compensation Form. A copy of this form must be forwarded to your supervisor within 24 hours of the occurrence.

- The Site Leader leads the leisure swim. Acts as the Person Most Responsible for swimming component of camp.
- Performs various other duties as assigned.

REMUNERATION:

The duties and responsibilities of a Site Leader, Camps are reflected in the hourly rate of pay outlined on the part-time rate schedule.

Staff will be paid on an hourly basis for attending required training or special meetings at a Special Meeting/Training rate of pay.

Staff will receive vacation pay of 4% of total wages upon termination of employment or on the last pay of the year.

Advancement to job rate is dependant on completion of one summer of continuous employment and a successful performance review.

Hourly Rate: \$10.91 - \$11.54 per hour

Sports Camp, Leader

JOB REQUIREMENTS:

The successful candidate will be a minimum of 16 years of age and must have or be working toward a Secondary School Graduation Diploma or College/University diploma/degree. The successful candidate will possess a valid Emergency First Aid and CPR B Certificate. Previous experience working with children is an asset. Prefer one year experience coaching/instructing specified sport. NCCP Level 1 Coaching Certification in specific sport an asset. Employment offer is conditional upon receipt of a Criminal Records Search, Vulnerable Sector Screening that is acceptable to the City of Mississauga.

PRIMARY FUNCTION:

Under the direction of Senior Staff, Camps the successful candidate will assist in the operation and delivery of a comprehensive full or half day sport camp experience as developed by Recreation and Parks to meet the needs of staff and all participants and to ensure adequate safety while facilitating their leisure activities.

JOB RESPONSIBILITIES:

- To support the objectives and philosophies of the sport camp programs as established by Recreation and Parks through quality instruction and excellent customer and staff relations.
- To instruct, supervise and coordinate a comprehensive camp program as developed by Recreation and Parks to meet the needs of all participants in the programs.
- To be available as a knowledgeable resource to the participants, parents and staff and volunteers.
- To effectively provide quality customer service and act as a knowledgeable resource to parents, participants and staff.
- To attend training week and all staff meetings as scheduled.
- Be responsible for the safety and well being of all registered participants and volunteers.
- To plan, implement and evaluate a dynamic sport camp program. Assist in the planning and operation of special activities.
- Responsible for the cleanliness of program location. Conduct safety checks of program equipment and allocated facilities daily. Assist in the clean-up at the conclusion of the program.
- Effectively communicate with Facility and Program Staff to ensure a quality program.
- To arrive at work in appropriate uniform and be prepared to start work at the designated time.
- All staff must report all accidents/incidents to their immediate Supervisor within 24 hours. Appropriate forms are to be completed immediately and forwarded to your Supervisor.
- To inform Supervisor within 24 hours if you are injured while on the job. If medical attention is required, your doctor must complete a standard Workman's Compensation Form. A copy of this form must be forwarded to your supervisor within 24 hours of the occurrence.
- Performs various other duties as assigned.

REMUNERATION:

The duties and responsibilities of a Sport Camp Leader are reflected in the hourly rate of pay outlined on the part-time rate schedule.

Staff will be paid on an hourly basis for attending required training or special meetings at a Special Meeting/Training rate of pay.

Staff will receive vacation pay of 4% of total wages upon termination of employment or on the last pay of the year.

Advancement to job rate is dependant on completion of one summer of continuous employment and a successful performance review.

Hourly Rate: \$10.11 to \$10.86 per hour

Supervisors, Camps

JOB REQUIREMENTS:

The successful candidate will be a minimum of 19 years of age and hold a Secondary School Graduation Diploma, a valid Emergency First Aid and CPR B Certificate, Class G Drivers Licence, 3 years driving experience preferred and a drivers abstract that is acceptable to the City of Mississauga. The candidate must have two years part-time staff supervisory experience in a recreational setting. Preferred background in Recreation and Leisure, Early Childhood Education, Youth Work or equivalent. Employment offer is conditional upon receipt of a Criminal Records Search, Vulnerable Sector Screening that is acceptable to the City of Mississauga.

PRIMARY FUNCTION:

Under the direction of Supervisor of Youth Services, the successful candidate will assist in the operation and delivery of a comprehensive full or half day camp experience as developed by Recreation and Parks to meet the needs of staff and all participants and to ensure adequate safety while facilitating their leisure activities.

JOB RESPONSIBILITIES:

- To support the objectives and philosophies of the various camp programs as established by Recreation and Parks through quality instruction and excellent customer and staff relations.
- To supervise, coordinate and administer a comprehensive camp program as developed by Recreation and Parks to meet the needs of all participants in the programs.
- To be available as a knowledgeable resource to the participants, volunteers, parents and staff.
- To assist with pre-selection interviews, hiring and placement of staff. Assist with the development and distribution of promotional materials as deemed necessary.
- Coordinate supply and equipment ordering and maintain inventory control systems.
- To ensure pre-season set-up and end of season close down is completed.
- Responsible for effective Customer Service through provision of knowledgeable information to customer inquiries and concerns.
- Responsible for all paid and volunteer staff in the program including the submission of staff hours to meet payroll deadlines.
- Responsible for the safety and well being of all registered participants and maintain attendance records for each site.
- Develop, facilitate and participate in a comprehensive training week for summer staff.
- Develop, facilitate and participate in staff meetings as required throughout the summer.
- Initiate and assist staff in the planning and evaluation of a dynamic camp program.
- Communicate regularly with Supervisor through detailed time sheets outlining whereabouts and destinations; ensure timely communication between Off-site Staff and Supervisor

- Attend weekly update meetings with Supervisor as required.
- Complete all budgeting as required; maintain accurate accounting of all petty cash and ensure Department Cash Handling Procedures are implemented.
- Make regular program site visits and ensure site regulations and safety standards are adhered to. Participate when possible in special activities
- To immediately and effectively respond to off-site program and staff concerns.
- To communicate regularly with Facility Staff and Board of Education Staff regarding the use of the facility and report any concerns/damage to Supervisor immediately.
- Prepare and administer mid summer and final evaluations for direct reports. Assist and support in the preparation and administration of evaluations for other staff positions as deemed appropriate.
- To arrive at work in appropriate uniform and be prepared to start work at the designated time.
- Submit a final report and recommendations at the conclusion of the programs.
- All staff must report all accidents/incidents to their immediate supervisor within 24 hours. Appropriate forms are to be completed immediately and forwarded to your Supervisor.
- To inform supervisor within 24 hours if you are injured while on the job. If medical attention is required, your doctor must complete a standard Workman's Compensation Form. A copy of this form must be forwarded to your supervisor within 24 hours of the occurrence.
- Performs various other duties as assigned.

REMUNERATION:

The duties and responsibilities of a Supervisor Camps are reflected in the hourly rate of pay outlined on the part-time rate schedule.

Staff will be paid on an hourly basis for attending required training or special meetings at a Special Meeting/Training rate of pay.

Staff will receive vacation pay of 4% of total wages upon termination of employment or on the last pay of the year.

Advancement to job rate is dependant on completion of one summer of continuous employment and a successful performance review.

Hourly Rate: \$16.61 to \$17.53 per hour

Senior Staff, Camps

JOB REQUIREMENTS:

The successful candidate will be a minimum of 16 years of age and will have a Secondary School Graduation Diploma, a valid Class G Driver's Licence with 3 years driving experience, a valid Emergency First Aid and CPR B Certificate and experience in a recreational camp setting. Employment offer is conditional upon receipt of a Criminal Records Search, Vulnerable Sector Screening that is acceptable to the City of Mississauga.

PRIMARY FUNCTION:

Under the direction of the Supervisor, Camps the successful candidate will assist in the operation and delivery of a comprehensive full or half day camp experience as developed by Recreation and Parks to meet the needs of staff and all participants and to ensure adequate safety while facilitating their leisure activities

JOB RESPONSIBILITIES:

- To support the objectives and philosophies of the various camp programs as established by Recreation and Parks through quality instruction and excellent customer and staff relations.
- To instruct, supervise, coordinate, and administer a comprehensive camp program as developed by Recreation and Parks to meet the needs of all participants in the programs.
- To effectively provide quality customer service and act as a knowledgeable resource to parents, participants, volunteers and staff.
- Attend a training program for Senior Staff.
- To assist with pre-selection interviews, hiring and placement of staff
- Assist in the preparation, organization and implementation of a comprehensive training week for summer staff.
- Initiate and assist on-site staff with the planning and evaluation of a dynamic program. Responsible for providing on-going support, direction and assistance to paid and volunteer leaders.
- Responsible for the maintenance of all on-site supplies, coordination and evaluation of program schedules, and pre-planning of summer activities prior to the start of camp.
- Responsible to ensure the implementation of departmental safety standards at site location.
- Responsible for the safety and well being of all registered participants and maintain attendance records for each site.
- Participate in and assist in the planning and operation of staff meetings as required throughout the summer.
- Initiate and assist staff in the planning and evaluation of a dynamic camp program.
- Prepare mid-summer and final evaluations for Site Leaders and Leaders in conjunction with evaluation procedures.

- Communicate regularly with Summer Supervisor, Camps through detailed time sheets outlining whereabouts and destinations; ensure timely communication between Off-site Staff and Supervisor. Attend weekly update meetings with Supervisor as required.
- To communicate regularly with Facility Staff and/or Board of Education Staff regarding the use of the facility and report any concerns/damage to Supervisor immediately.
- To arrive at work in appropriate uniform and be prepared to start work at the designated time. Maintain flexible work schedule during summer program to ensure supervision and continuity of program.
- Submit to Supervisor, Camps information necessary for the final report.
- All staff must report all accidents/incidents to their immediate supervisor within 24 hours. Appropriate forms are to be completed immediately and forwarded to your Supervisor.
- To inform supervisor within 24 hours if you are injured while on the job. If medical attention is required, your doctor must complete a standard Workman=s Compensation Form. A copy of this form must be forwarded to your supervisor within 24 hours of the occurrence.
- Performs various other duties as assigned.

REMUNERATION:

The duties and responsibilities of a Senior Staff are reflected in the hourly rate of pay outlined on the part-time rate schedule.

Staff will be paid on an hourly basis for attending required training or special meetings at a Special Meeting/Training rate of pay.

Staff will receive vacation pay of 4% of total wages upon termination of employment or on the last pay of the year.

Advancement to job rate is dependant on completion of one summer of continuous employment and a successful performance review.

Hourly Rate: \$12.86 - \$14.28 per hour

Pro Sports Instructor

JOB REQUIREMENTS:

The successful candidate will be a Minimum of 18 years of age and hold or be working on a Secondary School Graduation Diploma or College/University diploma/degree. The candidate must hold a minimum of Coaching Level 1. The candidate must possess a valid a valid Emergency First Aid and CPR B Certificate. Employment offer is conditional upon receipt of a Criminal Records Search, Vulnerable Sector Screening that is acceptable to the City of Mississauga. Previous experience coaching and supervising children in the related sport is an asset.

PRIMARY FUNCTION:

Under the direction of Supervisor, Camps, and Senior Staff, Camps the successful candidate will lead in the operation and delivery of a comprehensive city-wide youth Sports Day Camp program, as developed by Recreation and Parks to meet the needs of all the participants and to ensure adequate safety while facilitating their leisure activities. The programming of specific sport skills each day is a major component of the Pro Instructor position.

JOB RESPONSIBILITIES:

- To support the objectives and philosophies of the Youth Day Camp program as established by Recreation and Parks through quality instruction and excellent public and staff relations.
- To be available as a knowledgeable resource to the participants and staff.
- To abide by program policies and standards in regard to program content and delivery, public relations, attendance, deportment and uniform.
- To initiate and ensure planning, preparation and implementation of drills into a dynamic Sport Camp Program.
- Responsible for ensuring the planning and implementation of morning skills and drills.
- Responsible for safety and well being of all registered participants.
- Responsible to ensure the implementation of departmental safety standards at site location.
- To arrive to work in appropriate uniform and be prepared to start work at the designated time.

SPECIFIC DUTIES:

- Perform miscellaneous daily and weekly duties as instructed by the Supervisor, Camps.
- Attend all "Monday Night" and regular staff meetings when required.
- Attend and participate in training week.
- All staff must report accidents/incidents to their immediate supervisor within 24 hours. Appropriate forms are to be completed immediately and forwarded to the Supervisor of Youth Services.
- Perform other duties as assigned by the Supervisor, Camps and/or Supervisor, Youth Services.

REMUNERATION:

The duties and responsibilities of a Pro Instructor, Camps are reflected in the hourly rate of pay outlined on the part-time rate schedule.

Staff will be paid on an hourly basis for attending required training or special meetings at a Special Meeting/Training rate of pay.

Staff will receive vacation pay of 4% of total wages upon termination of employment or on the last pay of the year.

Advancement to job rate is dependant on completion of one summer of continuous employment and a successful performance review.

Hourly Rate: \$16.61 - \$33.18 per hour

Assistant Sports Instructors

JOB REQUIREMENTS:

The successful candidate will be a Minimum of 16 years of age and hold or working on a Secondary School Graduation Diploma. The candidate must have experience participating and assistant coaching in the related sport. The candidate must possess a valid Emergency First Aid and CPR B Certificate. Employment offer is conditional upon receipt of a Criminal Records Search, Vulnerable Sector Screening that is acceptable to the City of Mississauga. Previous experience coaching or supervising children in the related sport is an asset.

PRIMARY FUNCTION:

Under the direction of Supervisor, Camps, and Senior Staff, Camps, the successful candidate will assist in leading in the operation and delivery of a comprehensive city-wide youth Sports Day Camp program, as developed by Recreation and Parks to meet the needs of all the participants and to ensure adequate safety while facilitating their leisure activities.

JOB RESPONSIBILITIES:

- To support the objectives and philosophies of the Youth Day Camp program as established by Recreation and Parks through quality instruction and excellent public and staff relations.
- To be available as a knowledgeable resource to the participants and staff.
- To abide by program policies and standards in regard to program content and delivery, public relations, attendance, deportment and uniform.
- To assist in planning, preparation and implementation of drills into a dynamic Sport Camp Program.
- Responsible for assisting in the implementation of morning skills and drills.
- Responsible for safety and well being of all registered participants.
- Responsible to ensure the implementation of departmental safety standards at site location.
- To arrive to work in appropriate uniform and be prepared to start work at the designated time.

SPECIFIC DUTIES:

- Perform miscellaneous daily and weekly duties as instructed by the Supervisor, Camps.
- Attend all "Monday Night" and regular staff meetings when required.
- Attend and participate in training week.
- All staff must report accidents/incidents to their immediate supervisor within 24 hours. Appropriate forms are to be completed immediately and forwarded to the supervisor of Youth Services.
- Report any damage to camp vehicles immediately.
- Perform other duties as assigned by the Supervisor, Camps and/or Supervisor, Youth Services.

REMUNERATION:

The duties and responsibilities of an Assistant Instructor, Camps are reflected in the hourly rate of pay outlined on the part-time rate schedule.

Staff will be paid on an hourly basis for attending required training or special meetings at a Special Meeting/Training rate of pay.

Staff will receive vacation pay of 4% of total wages upon termination of employment or on the last pay of the year.

Advancement to job rate is dependant on completion of one summer of continuous employment and a successful performance review.

Hourly Rate: \$10.91 - \$17.53 per hour

Day Camp Truck Driver

JOB REQUIREMENTS:

The successful candidate will be a Minimum of 18 years of age and hold a Secondary School Graduation Diploma. The candidate must possess a valid Emergency First Aid and CPR B Certificate and Driver's Licence with at least three years driving experience. A clean driving record is essential. Employment offer is conditional upon receipt of a Criminal Records Search, Vulnerable Sector Screening that is acceptable to the City of Mississauga.

PRIMARY FUNCTION:

Under the direction of Supervisor, Camps, the successful candidate assists in the operation and delivery of a comprehensive city-wide youth Day Camp program, as developed by Recreation and Parks to meet the needs of all the participants and to ensure adequate safety while facilitating their leisure activities. The pick up and delivery of supplies and personnel when requested and the general maintenance of Day Camp facilities when needed are requirements of this position. Must wear safety regulated boots at all times.

JOB RESPONSIBILITIES:

- To support the objectives and philosophies of the Youth Day Camp program as established by Recreation and Parks through quality instruction and excellent public and staff relations.
- To be available as a knowledgeable resource to the participants and staff.
- To abide by program policies and standards in regard to program content and delivery, public relations, attendance, deportment and uniform.

SPECIFIC DUTIES:

- Transport supplies to and from Camp locations.
- Purchase needed supplies with assistance of Senior Staff and Supervisor, Camps.
- Perform routine truck maintenance.
- Perform miscellaneous daily and weekly duties as instructed by the Supervisor, Camps.
- Participate and provide assistance with trip days.
- Provide emergency transportation (other than medical) when needed.
- Attend all "Monday Night" and regular staff meetings when required.
- Assist with pre-camp set up.
- Assist during post-camp clean-up, inventory and the writing of the final report.
- All staff must report accidents/incidents to their immediate supervisor within 24 hours. Appropriate forms are to be completed immediately and forwarded to the Supervisor of Youth Services.
- Report any damage to camp vehicles immediately.
- Perform other duties as assigned by the Supervisor, Camps and/or Supervisor, Youth Services.

REMUNERATION:

The duties and responsibilities of a Truck Driver, Camps are reflected in the hourly rate of pay outlined on the part-time rate schedule.

Staff will be paid on an hourly basis for attending required training or special meetings at a Special Meeting/Training rate of pay.

Staff will receive vacation pay of 4% of total wages upon termination of employment or on the last pay of the year.

Advancement to job rate is dependant on completion of one summer of continuous employment and a successful performance review.

Hourly Rate: \$9.17 - \$9.76 per hour