

## **SUMMER PROGRAMS ASSISTANT**

University of Toronto Schools is an independent not-for profit university preparatory school, grades 7 through 12, with 640 students and about 90 employees. Affiliated with the University of Toronto and located on U of T's St. George campus, UTS is one of the most respected secondary schools in Ontario, attracting the brightest young minds in the Greater Toronto Region. It is renowned for educating generations of outstanding graduates including two Nobel Laureates, 20 Rhodes Scholars and numerous leaders in commerce, industry, academics, the arts, sports, government and public service.

**The University of Toronto Schools is running a series of Summer Programs from July 4 through to August 12 and is seeking a part-time support person to attend to the following daily duties from 7:45am to 12:45pm.**

### **The Summer Programs Assistant Will:**

- Ensure safe drop-off and pick-up of camper
- Plan and implement a program for camps before regular camp programming hours aimed at engaging campers in fun, recreational and a variety of age specific activities
- Supervise children at all times, ensuring safety
- Communicate effectively with parents/guardians on a daily basis
- Ensure that the health and safety needs of campers are met
- Ensure that health and safety issues are dealt with immediately and appropriately by following organizational procedures
- Report on a regular basis to the camp administrator, any and all issues of concern

### **The Ideal Candidate Will Have:**

- Experience related to recreation and sports as related to child and youth programming an asset
- Relevant experience working with children ages 9 to 13
- Excellent communication and interpersonal skills
- Excellent leadership skills
- Current Standard First Aid & CPR training required
- As a condition of employment, a Vulnerable Sector Police Reference Check is required.

**Applications:** Teacher Candidates, recent B.Ed, M.Ed., or M.T. graduates, recent OISE/U of T grad students and UTS alumni, who are recent graduates of the school are welcome to apply. Please provide a resume and cover letter to:

UTS Human Resources  
371 Bloor St. West Toronto, On M5S 2R7  
Email: [employment@utschools.ca](mailto:employment@utschools.ca)

**Application Deadline:** June 23, 2016.

University of Toronto Schools thanks all applicants for their interest. However, only those applicants considered for a job posting will be contacted.

