



Camp Coordinator, International English Program

Job Description

About the International English Program:

The International English Program (IEP) offers students (18 years and older) the opportunity to study English with others from around the world. The IEP is available for students of all English levels, and provides customized educational, social, and cross-cultural experiences where students from over 30 countries develop a sense of belonging to a global community while improving their English language skills.

Reporting to the Assistant Director and Student Life Officer, and taking directional guidance from the International Programs and Summer Coordinator, Camp Coordinators will be responsible for:

- Daily organization and oversight of camp counsellor work, including training and coaching; airport arrival and departure operations; camp activities, events, workshops, and off-site travel; and program assessment
- Development and organization of administrative documents such as training materials, attendance sheets, and camp program assignments
- Maintaining awareness of program and residence rules, policies, and procedures, and ensure camp counsellors understand and adhere to these in a safe and positive way
- Implementation of coordinator initiatives such as counsellor welcome videos, social media exposure, and counsellor feedback/reviews
- Responding to and managing program incidents, including student conduct, students in distress, and/or students in crisis, including escalation and reporting when necessary
- Participation in an overnight on-call rotation, responding to overnight incidents and emergencies from all camp programs

Contract Duration:

June 2, 2024, through August 17, 2024

Additional Job Information:

- Selected candidates must attend a mandatory carousel interview, **anticipated** on the weekend of January 27th, 2024
- Coordinator Training week (\$760.00 + Accommodations): **anticipated** June 2, 2024, to June 8, 2024 (40 hours)
- Counsellor Training Week (\$760.00 + Accommodation): **anticipated** between June 9 to June 15, 2024
- Program Dates (\$912.00/week + Accommodation, 48 hours per week):
 - June 16, 2024 – July 6, 2024
 - July 7, 2024 – July 27, 2024
 - July 28, 2024 – August 17, 2024



- Meals in the New College Dining Hall during working hours (during program dates) will be provided as a taxable benefit
- Working Hours range between 10:00am to 11:00pm (with the exception of Airport Pick-up weekends where support will be needed outside of this range)
- Beyond above responsibilities, tasks vary based on the operational needs of the camp
- An average work week consists of 6 days, with 1 day off per week operating on a rotating schedule

Job Requirements:

- Be able to work cooperatively with your coworkers as one team
- Be able to work independently and take initiative as needed
- Experience supervising and directing a team focused on operational tasks such as activities and events, travel, and/or incident and emergency response
- Experience in responding to conduct, distress, or crisis situations with youth students aged 13-18, and/or adult students aged 18+
- High punctuality, maturity, and reliability
- High interpersonal and communication skills to build and maintain approachable, creative, and engaging team environment and student interactions
- Knowledge in and experience of applying principles of equity, diversity, and inclusion to work with a highly diverse staff team and highly diverse student population
- Be able to remain calm, patient, and adaptable in high stress situations
- Maintain a positive and enthusiastic attitude around students and visiting chaperones

Qualities/Assets:

- Fluency in languages such as Spanish, Russian, Japanese, Mandarin, or Turkish
- Experience working in a camp/tour guide setting
- Experience working with youth and/or adult students
- Experience working in an ESL environment
- Familiarity with areas of interest in Toronto (especially tourist areas)
- Skill in facilitating and teaching activities including but not limited to sports, art, music, dance, science, and language exchange

Skills:

- Recreational management/coordination
- Written and oral communication skills
- Bilingualism or multilingualism
- Self-motivated and willingness to problem solve
- Detail-oriented and organized
- Interpersonal, management, and leadership skills



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A Standard Police check, completed within 18 months of the contract start date, is required for all hired candidates.

Submit questions to: International Programs Office (attn: Johnny Tao), at
internationalprograms@utoronto.ca

For more information about the program, please visit our website at
internationalprograms.utoronto.ca

Submit your application by 11:59pm, January 7, 2024, through:
<https://forms.office.com/r/4pNEnpLQ4k>

Submit your Cover Letter and Resume by 11:59pm, January 7, 2024 to
internationalprograms@utoronto.ca

Late submitted applications may not be reviewed. Only selected candidates will be contacted for an interview.