



Camp Counsellor, International Summer Academy

Job Description

Three programs operate at the International Summer Academy. For each program, there is a separate application. Read below for more details on the programs.

About the International English Program:

**July and August Only*

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. Apply here: <https://forms.office.com/r/FE7HeS90c1>

About the Pre-University Programs:

**June-August*

University of Toronto, New College offers high school students (15 – 18 years) a variety of Pre-University programs during the summer months of June, July and August. Designed for students with advanced levels of English, these programs provide the opportunity for students to immerse themselves at Canada's premier university and gain valuable skills and experiences. The Pre-U programs include the Global Citizenship Program (GCP) and the Advanced Academic Program (AAP). Apply here: <https://forms.office.com/r/7VE2UT4JpN>

About the Youth International English Program:

**June-August*

The Youth International English Program (YIEP) offers different courses of study designed to meet the educational goals of a wide variety of youth students. The Youth IEP is a summer camp suitable for students (ages 13-18) of all English language ability levels, from beginner to advanced, and provides educational, social, and cross-cultural experiences that develop students' English language ability and sense of belonging to a global community. Apply here: <https://forms.office.com/r/sKFJYK8E0F>

Submit your application(s) by 11:59pm, January 31, 2025.

SAMPLE SCHEDULE FOR COUNSELLORS

All staff are required to work a variety of shifts. There are multiple shift types.

Regular Shift

12:00PM to 1:00PM	Counsellor meeting with respective coordinators (debriefing and daily logistics) & Prep
1:00 PM to 2:00 PM	Unpaid Lunch break
2:00 PM to 5:00 PM	Counsellors meet their respective student groups for attendance, facilitate workshops or afternoon activity/excursion
5:30 PM to 6:00 PM	Evening meeting with respective coordinators
6:00 PM to 7:00 PM	Unpaid Dinner Break
7:00 PM to 10:00 PM	Facilitate/led evening workshop or activity/excursion
10:00 PM to 1:00 AM	Night duties, as assigned by coordinator(s)
11:00 PM	Day ends for those with a regular shift

**Scattered 1-hour break throughout*

**Schedule subject to change for operational needs*

Long Shift

10:00AM to 10:30AM	Counsellor meeting with respective coordinators (debriefing and daily logistics) & Prep
10:30AM to 1:00PM	Morning Activity/Trip
1:00 PM to 2:00 PM	Unpaid Lunch break (time will vary)
2:00 PM to 6:00 PM	Morning Activity/Trip Continued
5:30PM to 6:00 PM	Evening meeting with respective coordinators
6:00 PM to 7:00 PM	Unpaid Dinner break
6:30 PM to 7:00 PM	Evening meeting with respective coordinators
7:00 PM to 10:00 PM	Facilitate/led evening workshop or activity/excursion
10:00 PM to 1:00 AM	Night duties, as assigned by coordinator(s)
11:00 PM	Day ends for those with a regular shift

**Scattered 1-hour break throughout*

**Schedule subject to change for operational needs*



Late Shift

5:30PM to 6:00PM	Counsellor meeting with respective coordinators (debriefing and daily logistics) & Prep
6:00PM to 7:00PM	Unpaid Dinner Break
7:00PM to 10:00PM	Facilitate/led evening workshop or activity/excursion
10:00 PM to 1:00 AM	Night duties, as assigned by coordinator(s)

**Schedule subject to change for operational needs*

** Depending on the shift and shift length, camp counsellor staff are entitled to a 1-hour lunch, 1-hour dinner, and 1-hour break (breaks can be scattered); these 3 hours are unpaid. Not all shifts have a lunch break. Shifts are 13 hours, 11 hours, and 7 hours.*

**The schedule is subject to change without notice. Some shifts begin at 9am and 10am.*

Reporting to Camp Coordinators, Camp Counsellors will be responsible for:

- Planning, preparation, and/or execution of the program, including activities, events, transportation, and meals, both on and off-campus
- Provide support and resources to international students in our program
- Additional support of students registered in the Youth International English Program and Pre-University Programs
- Responding to program incidents, including student conduct, students in distress, and/or students in crisis
- Other duties as assigned based on International Program needs
- Mentoring students about university life (ex, Pre-U)
- Creating and leading student workshops (ex, Pre-U)
- Direct supervision of students throughout the duration of the program, including activities, events, transportation, and meals, both off and on campus
- Development and facilitation of middle- to high-school level club-style activities (ex, YIEP)
- Other duties as assigned based on International Program needs (attendance)

Additional Job Information:

- Selected candidates must attend a mandatory carousel interview, **anticipated** on February 22, 2025 or March 1, 2025
- Training Week (~\$630.00/week + Accommodations): **anticipated** between June 8 to June 14, 2025 (35-40 hours)
- Program Dates (~\$864.00/week + Accommodations, up to 48 hours per week):
 - June 15, 2025 – July 5, 2025
 - July 6, 2025 – July 26, 2025
 - July 27, 2025 – August 16, 2025
- Meals in the New College Dining Hall during working hours (during program dates) will be provided as a taxable benefit



- Working hours range between 9:00AM to 1:00 AM (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

Contract Duration (*There are two different sets of contracts available*)

- Contract Type 1: June, July and August contracts – June 15, 2025, through August 16, 2025
- Contract Type 2: July and August contracts – July 6, 2025, through August 16, 2025

(*Note – counsellors with July and August contracts will need to attend mandatory training on the week of June 9)

(Please note: IEP program only runs during the July and August sessions; IEP Counsellors work up to 44 hours/week)

Job Requirements:

- Must be a student currently enrolled in a university or college program
- Be able to work cooperatively with your coworkers as one team
- Be able to work independently and take initiative as needed
- High punctuality, maturity, and reliability
- High interpersonal and communication skills to build and maintain approachable, creative, and engaging student interactions and events
- 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 cooperatively plan, organize, and execute social and travel activities for student groups of up to 100, aged 18+ (IEP, for example)
- 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
- Experience in a fast-paced work environment
- Experience in response to students in distress or crisis
- Familiarity with areas of interest in Toronto (especially tourist areas)

Skills:

- Written and oral communication skills
- Bilingualism or multilingualism
- Self-motivated



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- Problem solving skills
- Detail-oriented and organized
- Interpersonal, management, and leadership skills

A Standard Police check, completed within 18 months prior to the contract start date, is required for all hired candidates before the employment begins. This contract is conditional on a satisfactory police criminal record check.

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

Submit questions to: International Programs Office, at internationalprograms@utoronto.ca (attn: Annabelle Bourzeix, Student Life Officer)

Submit your Resume by 11:59pm, January 31, 2025 to internationalprograms@utoronto.ca

Applications that are submitted late may not be reviewed. Only selected candidates will be contacted for an interview.