

**Camp Coordinator, Health and Wellness, International Summer Academy**  
**Job Description**

**Three programs operate at the International Summer Academy. Read below for more details on the programs.**

**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.

**About the Pre-University Programs:**

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).

**About the Youth International English Program:**

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.

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

- Daily coordination of counsellor efforts, including training, student airport days, direction of activities, and program assessment.
- Recording and maintaining records on student health and wellness, logistics, challenges, and successes.
- Development of program tools such as organization materials, accounting for medical supplies and materials, and record management tools.
- Coordination of student medical appointments, counsellor health and wellbeing support, and student/counsellor feedback.
- Careful handling of sensitive issues such as student medical concerns, student discipline, chaperone and group leader relations, and maintenance of camp professionalism.

- Acceptance of camp necessities such as having the responsibility to be an emergency contact for our emergency contact number, occasional erratic schedules and occasional increases in workload under deadlines.
- Act as an emergency contact for camp programs, staying prepared for occasional erratic schedules and heightened workload during peak periods.
- Perform first aid in emergencies and administer initial care until further medical support arrives. Ensure all camp counsellors are briefed on emergency procedures and access to necessary supplies.
- Assisting if needed the other camp coordinators with camp activities, events, workshops, and off-site travel; and program assessment.
- Enforcement of program and residence rules, policies, and procedures, and ensure camp counsellors understand and adhere to these in a safe and positive way.
- 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 once/twice a week, as camp coordinators need to be available to address any issues that may arise from 11PM-11AM, responding to overnight incidents and emergencies from all camp programs.
- Oversee student health insurance needs, including submitting health claims to Guard.Me and ensuring proper documentation and timely submission. Assist students in understanding their health insurance coverage, support their access to necessary medical care, and address any issues related to insurance claims or policy requirements.

### **SAMPLE SCHEDULE FOR H&W COORDINATOR**

<b>9:00 AM to 11:00 AM</b>	Report admin office; handle any H&W cases; help with attendance for sick students
<b>11:00 AM to 12:00 PM</b>	Camp coordinators' meeting with the admin team (debriefing and daily logistics)
<b>12:00 PM to 1:00 PM</b>	Unpaid Lunch break
<b>1:00 PM to 1:30 PM</b>	Camp coordinators meet with their respective camp counsellor teams, assign duties, go over the logistics, daily rundown and address any camp-related concerns
<b>2:00 PM to 5:30 PM</b>	Prepare for evening activity, excursion, or future camp counsellor events, and assist other camps as needed (ie. Pre-U Study Hall)
<b>5:30 PM to 6:30 PM</b>	Unpaid Dinner break
<b>6:30 PM to 7:00 PM</b>	Evening meeting with respective camp counsellor groups
<b>7:00 PM to 8:00 PM</b>	Facilitate evening activity/excursion in respect to H&W – missing or sick students

*\* Every shift, camp coordinator staff are entitled to a 1-hour lunch, 1-hour dinner, and 1-hour break (breaks can be scattered); these 3 hours are unpaid.*

***\*The schedule is subject to change without notice. The above is an example only.***

**Contract Duration:**

June 1, 2025, through August 16, 2025

**Additional Job Information:**

- Selected candidates must attend a mandatory carousel interview, **anticipated** on the weekend of February 1<sup>st</sup>, 2025
- Camp coordinator Training week (\$665.00+ Accommodations): **anticipated** June 1, 2025, to June 7, 2025 (~35 hours)
- Camp counsellor Training Week (\$912.00 + Accommodations): **anticipated** between June 8 to June 14, 2025
- Program Dates (\$912.00/week + Accommodations, 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 8:00 AM to 11:00 PM (with the exception of Airport Pick-up weekends where support will be needed outside of this range).
- Beyond the above responsibilities, tasks vary based on the operational needs of the camp (it could be running errands, taking a student to the mall, etc.)
- 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
- Experience leading/heading a team
- 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
- Problem solving skills
- Detail-oriented and organized
- Interpersonal, management, and leadership skills
- Health & Wellness experience

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

**Submit questions to:** International Programs Office (attn: Annabelle Bourzeix), at [internationalprograms@utoronto.ca](mailto:internationalprograms@utoronto.ca)

**For more information about the program, please visit our website at** [internationalprograms.utoronto.ca](http://internationalprograms.utoronto.ca)

**Submit your application by 11:59pm, January 5, 2025, through:** <https://forms.office.com/r/GDTsV1J5Sj>

**Submit your Cover Letter and Resume by 11:59pm, January 5, 2025 to** [internationalprograms@utoronto.ca](mailto:internationalprograms@utoronto.ca)

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