



# TRUENORTH

## SPORTS CAMPS

**Job Title:** Assistant Director of Flag Football Camp

### **About True North Sports Camps**

True North Sports Camps offers year-round sports programming for boys and girls ages 4 to 14 throughout mid-town Toronto. We offer baseball, flag football, basketball, soccer and multi-sport summer day camps as well as after-school and weekend programs during the fall, winter and spring. At True North, we believe that recreational sports are an important part of every child's development and we make it our top priority to deliver a truly memorable experience.

True North Sports Camps was created by the founders of North Toronto Baseball Camp, and since 2007 our goal has remained the same: to provide the highest quality sports instruction in a fun, safe and encouraging environment.

### **The True North Philosophy**

At True North Sports Camps we are committed to creating the best possible experience for every camper and great staff are vital to achieving that goal! While developing the campers' athletic skills is certainly important, our core focus is creating a positive environment for our participants, allowing them to have fun and forge lasting friendships.

### **Summer Camp Details**

Our Flag Football Camp is a summer day camp for boys and girls ages 7 to 14. While subject to change, it is currently expected that our Flag Football Camp will take place at Memorial Park (340 Chaplin Crescent) in Toronto for 7 weeks throughout the summer (July 1 – August 16, 2019). Camp operates daily from 8:30am – 4:00pm (with extended care from 8:00am until 5:00pm) Monday to Friday.

### **Responsibilities**

Assistant Directors are the “second-in-command” on-site leaders at each of our camps and are there to assist the Program Directors with the planning, organization and implementation of daily camp programming, while fostering a fun, inclusive and safe environment for all campers and staff. As the Assistant Director of Flag Football Camp you will have responsibilities both on-site and off-site, which include, but are not limited to, the following:

#### Pre-Camp (June – Part-Time (Approximately 25 hours total))

- Assist the Program Director of Flag Football Camp (the “Program Director”) with the planning and execution of staff-training (attendance at staff-training is mandatory)
- Attendance at supplemental training specific to the on-site leadership staff
- Work with the Program Director to ensure that all required equipment and supplies are purchased, stored and organized at camp

#### During Camp (July & August – Full-Time)

- Staff Management



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- Communication of weekly schedules and daily reminders to coaches (including any medical conditions, sun safety, hydration, etc.)
- Facilitate start and end of day staff meetings with the Program Director
- Assist the Program Director with coach evaluations and on-site CIT oversight
- Manage staff attendance with support from the Program Director
- Programming
  - Assist the Program Director to create and facilitate daily camp programming – get involved with the campers!
  - Work with the coaches to continuously improve programming
- Camper and Family Interactions
  - Manage camper check-in and check-out with support from the Program Director
  - Communicate and interact with parents throughout the day – handling program questions and feedback in a professional manner by providing exceptional customer service
  - Assist coaches by providing care and comfort to upset, distraught or homesick campers
  - Draft weekly Thank You Letters
- First Aid and Camp Safety
  - Work with the Program Director and coaches to ensure that all activities are carried out in a safe manner
  - Administer first aid to campers and coaches as needed with support from the Program Director
  - Keep diligent records of all incidents at camp
  - Administer prescription medications to campers
  - Keep a clean, well organized, and fully stocked first aid kit
- Miscellaneous
  - Ensure that camp-wide policies and procedures (i.e. phones/tablets away during camp, regular headcounts, garbage pick-up, etc.) are implemented and followed by all coaches
  - Participate in regular meetings with the Program Director and other leadership staff
  - Track and organize camp equipment, supplies, t-shirts and prizes with support from the Program Director
  - Assist the Program Director with the general management and organization of the camp

### Experience and Skills

- Strong leadership and communication skills developed through previous supervisory roles along with the ability to provide exceptional customer service
- Well developed interpersonal and relationship building skills: ability to establish rapport and maintain excellent communication with campers, parents, and coaches
- Experience playing and coaching Flag Football **AND/OR** experience working with children in a teacher or supervisory role



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- Strong organizational skills and ability to adapt
- Ability to encourage and motivate staff, and to acknowledge and appreciate the contributions of others
- Flexibility to meet on occasional evenings and weekends with the Camp Leadership Team throughout the summer season
- *Assistant Directors will be required to become certified for Standard First Aid and CPR C if they do not already possess these certifications*

### **Compensation**

Compensation will be determined based on experience and qualifications and will be competitive with comparable positions.

### **Application Process**

To apply for the Assistant Director of Flag Football Camp position, please visit the Join Our Team page on our website (<https://www.truenorthcamps.com/join>) and select the Apply Now button.

*We welcome applications from people with disabilities and will provide accommodation as required by law upon request.*