



# TRUENORTH

## SPORTS CAMPS

**Job Title:** Site Director of Memorial Park

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

True North Sports Camps offers year-round sports programming for boys and girls ages 4 to 14 in Toronto and Etobicoke. 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.

### **Position Details**

#### Location

The Site Director will be responsible for spending 5 days per week at our Memorial Park location (340 Chaplin Crescent) in Forest Hill, Toronto.

#### Camp Hours

Camp operates daily throughout July and August from 9:00am – 3:30pm Monday to Friday.

#### Contract Length

The Site Director is a full-time position from the beginning of July to the end of August, with additional part-time work in June.

- Office Hours (June)
  - Our office is usually open from 9:00am – 5:00pm Monday to Friday. However, there will be some duties performed outside of these hours on weekends and evenings, depending on availability. Some part-time work in June may be available if desired.
- Camp Hours (July and August)
  - You will be required to be on-site at your designated site from 8:30am – 4:00pm Monday to Friday; however, there will be some duties performed outside of these hours (mostly remotely).



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### **Responsibilities**

At Memorial Park, we have 3 sports camps operating daily, with a maximum of up to 18 cohorts weekly. The Site Director is responsible for overseeing daily camp operations, supervising and mentoring the Coaches (who are responsible for up to 5 campers within their cohort) and assisting staff with camper and parent issues. As a Site Director you are responsible for the holistic management of your site with the support of the Camp Leadership Team. More specifically, Site Directors have responsibilities both on-site and off-site, which include, but are not limited to, the following:

#### Pre-Camp (June – Part-Time)

- Work with the Camp Leadership Team to create and update camp programming (daily and weekly)
- Assist with the planning and execution of staff training (including our supplemental training specific to on-site leadership staff)
- Assist the Camp Leadership team to ensure that all equipment and supplies are purchased, stored and organized at camp
- Support the Coaches with general camp preparation (including, for example, answering questions, goal setting, schedule planning, etc.)
- Prepare any policies, procedures and any emergency documents for your site
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#### During Camp (July & August – Full-Time)

- Staff Management
  - Effectively manage, support and mentor the Coaches (including executing formal performance reviews and exit interviews)
  - Provide on-site staff with informal ongoing feedback and instruction
  - Ensure that coaches are effectively communicating with their fellow staff and campers' parents
  - Facilitate regular meetings with the on-site staff – set expectations for all and encourage personal growth
  - Manage the site staff schedule and communicate any changes that are made
- Programming
  - Review camp programming throughout the summer to ensure that all activities are safe, inclusive, fun and challenging for the campers
- Camper and Family Interactions
  - Assist staff as needed with any camper care or parent communications issues
  - Assist the camp office with managing parent relationships
- First Aid and Camp Safety
  - Assist staff in administering first aid and managing health/safety issues on-site
  - Ensure camp-wide policies and procedures are implemented and followed by all staff (including COVID-19 policies, phones/tablets away during camp, regular headcounts, garbage pick-up, etc.)
- Facility and Equipment



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- Manage the relationship with our permit contact and resolve any facility issues as they arise
- Ensure that camp equipment, supplies, t-shirts and prizes are tracked and organized across the site

### Experience and Skills

- Strong leadership and communication skills developed through previous supervisory roles along with the ability to provide exceptional customer service
- Experience developing programs and activities for children in a management or supervisory capacity
- Experience working in a leadership role or capacity at a day or overnight camp
- Experience planning, managing and operating major events or more specifically camps
- Well-developed interpersonal and relationship building skills: ability to establish rapport and maintain excellent communication with campers, parents, and coaches
- Experience playing and coaching team sports **AND/OR** extensive experience working with young children in a supervisory role as a teacher or early childhood educator
- Ability to encourage and motivate staff, and to acknowledge and appreciate the contributions of others
- *Site Directors will be required to become certified for Standard First Aid and CPR C if they do not already possess these certifications*

### Compensation

Compensation (including a base salary and participation in a discretionary incentive program) will be determined based on experience and qualifications and will be competitive with comparable positions.

### Application Process

To apply for the Site Director of Memorial Park 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.*