



**Job Title:** Program Director of Baseball Camp (Etobicoke)

### **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 Baseball Camp is a Summer Day Camp for boys and girls ages 7 to 14. While subject to change, it is currently expected that our Baseball Camp will take place at Rosethorn Junior School (2 Remington Drive) in Etobicoke for 7 weeks throughout the summer (July 2 – August 16, 2019). Camp operates daily from 8:30am – 4:00pm (with extended care from 8:00am until 5:00pm) Monday to Friday.

### **Responsibilities**

Program Directors are the on-site leaders of our camps and are responsible for the planning, organization and implementation of daily camp programming, while fostering a fun, inclusive and safe environment for all campers and staff. As Program Director of Baseball Camp you are responsible for the holistic management of the Baseball Camp with the support of the Assistant Director. More specifically, Program Directors have responsibilities both on-site and off-site, which include, but are not limited to, the following:

#### Pre-Camp (June – Part-Time (*Approximately 30 Hours total*))

- Work with the Assistant Director of Operations (Justin Atkinson) and the Director of Administration to create camp programming (daily and weekly)
- Assist 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
- Ensure that all required equipment and supplies are purchased, stored and organized at camp



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

- Staff Management
  - Effectively delegate to and manage the Assistant Director of Baseball Camp (the “Assistant Director”) who reports to the you as the “second-in-command” on-site
  - Provide coaches with informal ongoing feedback and instruction, as well as executing formal performance reviews
  - Support the Assistant Director with the 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 – set expectations for all coaches and encourage personal growth
  - Support the Assistant Director in managing staff attendance
  - On-site oversight of CITs
- Programming
  - Organize camper groups before the start of each week
  - Create and facilitate daily camp programming – get involved with the campers!
  - Work with the coaches to continuously improve programming
- Camper and Family Interactions
  - Support the Assistant Director in managing camper check-in and check-out
  - 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
  - Support the Assistant Director in drafting weekly Thank You Letters
- First Aid and Camp Safety
  - Ensure that all activities are carried out in a safe manner
  - Support the Assistant Director in:
    - Providing first aid to Campers and Coaches as needed
    - Keeping diligent records of all incidents at camp
    - Administering prescription medications to campers
    - Keeping 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 Assistant Director of Operations (Justin Atkinson) and the Director of Administration
  - Support the Assistant Director in tracking and organizing camp equipment, supplies, t-shirts and prizes

### **Experience and Skills**



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- 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
- Well developed interpersonal and relationship building skills: ability to establish rapport and maintain excellent communication with campers, parents, and coaches
- Strong organizational skills and ability to adapt
- Experience playing and coaching baseball **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
- Flexibility to meet on occasional evenings and weekends with the Camp Leadership Team throughout the summer
- *Program 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 Program Director of Baseball 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.*