



TRUENORTH

SPORTS CAMPS

Job Title: Site Director

About True North Sports Camps

True North Sports Camps offers year-round sports programming for boys and girls ages 4 to 14 in Toronto, Etobicoke and Markham. 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 overseeing our Glenview Senior Public School location (401 Rosewell Avenue) in Toronto.

Camp Hours

Camp operates daily throughout July and August from 8:30am – 4:00pm (with extended care from 8:00am until 5:00pm) Monday to Friday. Although our daily camp hours are listed above there will be some duties performed outside of these hours.

Contract Length

Two Months – July to August 2019 (please note there will be a few mandatory training dates and admin work in May & June).

Responsibilities

At each site we have between 3 – 4 sports camps operating daily. The Site Director is responsible for overseeing daily camp operations, supervising and mentoring the Program Directors (who are responsible for the staff and campers at each individual camp) 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 Program Directors and Camp Leadership Team. More specifically, Site Directors have responsibilities both on-site and off-site, which include, but are not limited to, the following:



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Pre Camp (May & June – Part-Time)

- Work with the Program Directors 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 Program Directors to ensure that all equipment and supplies are purchased, stored and organized at camp
- Support the Program Directors with general camp preparation (including, for example, answering questions, goal setting, schedule planning, etc.)

During Camp (July & August – Full-Time)

- **Staff Management**
 - Effectively manage, support and mentor the Program Directors of each camp (including executing formal performance reviews and exit interviews)
 - Active involvement with the Program Directors' management of Assistant Directors and staff (including assisting with staff evaluations)
 - Provide on-site leadership staff with informal ongoing feedback and instruction
 - Ensure that Program Directors are effectively communicating with their staff and camper parents
 - Facilitate regular meetings of the on-site leadership 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 phones/tablets away during camp, regular headcounts, garbage pick-up, etc.)
- **Facility and Equipment**
 - 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



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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 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.