

# ISLAMIC INSTITUTE OF TORONTO SUMMER STUDENT JOB POSTINGS

Job title	Hourly rate	Contract length (Starting on June 26)	Closing date
Summer Programs Coordinator	\$14.00	7 weeks	June 1
Summer Program Office Administrator	\$13.00	7 weeks	June 1
Summer Camp Counsellor	\$12.00	7 weeks	June 1
Summer Camp Assistant Counsellor	\$11.50	7 weeks	June 1
Youth Leadership Camp - Youth Leader	\$13.00	7 weeks	June 1
Assistant Youth Leader	\$12.00	7 weeks	June 1
Program Lead - Summer Intensive	\$14.00	7 weeks	June 1

To be eligible, students must:

- be between 15 and 30 years of age at the start of the employment;
- have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*; and,
- be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

PLEASE NOTE:

- You are **not** eligible if you have attended part time school in the 2016-2017 academic year
- You are **not** eligible if you are enrolled in part time school for the 2017-2018 academic year
- You are **not** eligible if you are under the age of 15
- You are **not** eligible if you are over the age of 30

**We ask all applicants to be honest and respect the above criteria.** Do not apply for a position if you are not eligible. The IIT takes this very seriously, and failure to comply with any of these conditions will result in immediate termination.

**APPLICATION PROCEDURE** (*deadline to apply is June 1*)

Submit a completed application form and cover letter to [hr@islam.ca](mailto:hr@islam.ca)

Application form: <http://www.islam.ca/documents/summercamp/application%20form.pdf>

Or deliver the same to:

Islamic Institute of Toronto – Summer Job Program  
1630 Neilson Road  
Scarborough, ON M1X 1S3

# Job Descriptions

## Summer Programs Coordinator

### General Description

The Summer Programs Coordinator is responsible for the smooth and efficient running of the camp; he/she will develop the camp's various programs, recruit community resources, oversee the education, social and recreation aspects of the camp; liaise with parents and community members and ensure safety and security standards are met.

### General Requirements

- High school Diploma
- Experience with Children, and leading staff
- Demonstrated Knowledge and experience of core camp areas
- Excellent customer service skills
- Ability to approve and critique program plans, and perform staff evaluations
- Excellent Oral and Written communication skills
- Enrolment in a teaching program is an asset, but not a requirement

### Detailed responsibilities

The program coordinator is responsible for overseeing and approving the program plans done by each leader. They will ensure each plan is modified according to the respective age group, number of campers in the group, and significant relation to the weekly theme. They are responsible for ensuring that the content of program plans are up to standard, and activities are diversified throughout the week. They will review and comment on program plans, and return plans to counsellors with comments and revisions. The program coordinator will supervise to confirm that program plans are being carried out daily, and rotate between sessions to observe and make notes. The coordinator will complete weekly evaluation reports for each counsellor and assistant counsellor (reports to be kept on file in the event of a reference letter being requested). They are required to lead the daily de-briefing meetings, discuss issues that were observed over the course of the day, and discuss ways to improve for the future.

# Summer Program Office Administrator

## General Description

The Summer Program Office Administrator will be responsible for all office-related and operational functions of the camp, including maintaining student registration, tuition fees, health card and health-related issues documentation, staff and student attendance, booking of field trips etc.

## General Requirements

- High school Diploma is an asset
- Experience handling large amounts of data (Online spreadsheets and paper forms)
- Demonstrated organizational skills
- Excellent customer service skills
- Ability to remain calm in stressful situations
- Excellent Oral and Written communication skills
- Enrolment in a teaching program is an asset, but not a requirement

# Summer Camp Counsellor

## General Description

The Summer Camp Counsellor will be responsible for a group of children or youth to lead and engage them in daily activities including teaching of values, stories, arts and craft, recreation, field trips etc.

## General Requirements

- Experience with children and leading children in a similar setting
- Demonstrated local community involvement
- Excellent classroom management skills
- Excellent Oral and Written communication skills
- Demonstrated knowledge of core camp areas, and a wide range of experience with diversified activities
- Organization, Responsibility and teamwork skills

## Detailed responsibilities

Camp Counsellors are responsible for creating and executing program plans specific to the age group they are chosen for. They will supervise a group of 20-25 campers during each session. They will create program plans that are age appropriate and practical for the size of the group. Program plans will be submitted to, and approved by the Summer Camp Program Coordinator. Camp Counsellors must have excellent classroom management, leadership skills, and the ability to delegate responsibility and tasks to an assistant and/or a volunteer assigned to their session. Each leader will receive a weekly evaluation report from the Summer Camp Program Coordinator. Camp Counsellors are required to be present at the daily de-briefing meetings to discuss lessons learned, and be updated on any new procedures or plans for the next day. Camp Counsellors must have a demonstrated ability to work with limited resources.

# Summer Camp Assistant Counsellor

## General Description

The Summer Camp Assistant Counsellor will provide critical support for the Counsellor and will help in engaging children in daily activities including recreation, field trips etc. The Assistant Counsellor will lead specialized activities such as recreation, Arts and Craft when the Counsellor is otherwise engaged. He/she will assist in providing classroom management, children engagement, disability support, etc.

## General Requirements

- Experience with children and leading children in a similar setting
- Demonstrated local community involvement
- Excellent classroom management skills
- Excellent Oral and Written communication skills
- Demonstrated knowledge of core camp areas, and a wide range of experience with diversified activities
- Organization, Responsibility and teamwork skills

## Detailed responsibilities

The Assistant Counsellor will be responsible for supporting a counsellor throughout the day. This includes but is not limited to gathering campers and bringing them to their specific rooms in the morning, at lunchtime, and dismissing campers at the end of camp. Assistant Counsellors may supervise a group of up to 20-25 campers at the discretion of the Summer Camp Program Coordinator. They will assist the Camp Counsellor with activity and program planning, and will be responsible for creating back-up activities. They will also be responsible for performing daily attendance, distributing and collecting trip forms, and submitting all daily records to the Summer Camp Office Administrator. The Assistant Counsellor will receive a weekly evaluation report from the Summer Camp Program Coordinator. Assistant Camp Counsellors are required to be present at the daily de-briefing meetings to discuss lessons learned, and be updated on any new procedures or plans for the next day. Assistant Camp Counsellors must have a demonstrated ability to work with limited resources.

# Youth Leadership Camp - Youth Leader

## General Description

The Youth Leadership Camp - Youth Leader will ensure the smooth running of the Youth Camp which will comprise of students in middle and early high school grades 7-10. The Youth Leader will be responsible for developing the program in conjunction with IIT Director of Education, recruit community resources and oversee the counsellors assigned to this portion of the summer program.

## General Requirements

- High school Diploma
- Experience with youth and community engagement
- Demonstrated leadership skills
- Ability to plan, organize and execute creative and effective daily workshop programs for youth in areas including but not limited to leadership, community service, Islamic studies
- Excellent Oral and Written communication skills
- Enrolment in a teaching program is an asset, but not a requirement

# Assistant Youth Leader

## General Description

The Assistant Youth Leader will provide support to the Youth Leader and act in his absence to design, execute the youth program to over 50 youth during the summer months.

## General Requirements

- High school Diploma
- Experience with youth and community engagement
- Demonstrated leadership skills
- Ability to plan, organize and execute creative and effective daily workshop programs for youth in areas including but not limited to leadership, community service, Islamic studies
- Excellent Oral and Written communication skills
- Enrolment in a teaching program is an asset, but not a requirement

# Program Lead - Summer Intensive

## General Description

The Program Lead - Summer Intensive will assist with the development and execution of an innovative, engaging and intensive summer for participants 16 and over (late high school, college and university students). The Program lead will work with the IIT Board representatives, Director of Education, Youth Coordinator and IIT Scholars to design a program which will include leadership study and experiential learning, field experience, project-based activities and intensive study of principles, concepts, skills and abilities that will enable them to provide leadership to their peers and community.

## General Requirements

- High school Diploma
- Experience with youth and community engagement
- Demonstrated leadership skills
- Ability to plan, organize and execute creative and effective daily workshop programs for youth in areas including but not limited to leadership, community service, Islamic studies
- Excellent Oral and Written communication skills
- Enrolment in a teaching program is an asset, but not a requirement