



OPPORTUNITY

(External – Union)

DATE OF POSTING:	March 14, 2025
POSITION:	Summer Camp Placement Coordinator
TERMS OF EMPLOYMENT:	Temporary Full-time Contract (up to September 2025), unionized
POSTING NUMBER:	2025 - 09
START DATE:	To be determined – asap
HOME LOCATION:	Brantford and/or Townsend (travel within the agency's jurisdiction may be required)

EDUCATION AND EXPERIENCE REQUIRED:

- Applicants should possess a minimum of one-year post-secondary education related to the position

RESPONSIBLE TO: Service Manager - Resources

MAJOR RESPONSIBILITIES

Responsibilities include

- Ensure all camp referrals are submitted, screened and assigned placements
- Establish positive rapport with camps
- Act as liaison between camp staff and parents(s) or guardian(s)
- Contact parent(s)/guardian(s) of referred children to complete registration form
- Provide details of camp and arrange transportation if necessary
- Arrange any special events pertaining to camp program
- Submit list of expenditures to the Finance department regarding camp fees etc.

- Assess camps and evaluate utilization/experience as per agency evaluation form
- Prepare a Final Report on activities of summer programs
- Other duties as assigned

KNOWLEDGE AND SKILLS REQUIRED

- Advanced computer knowledge
- Excellent organizational skills are a must
- A developed ability to communicate effectively with various staff of organization, families, children and collaborative both verbal and written
- Ability to prepare and maintain a budget
- Able to work independently
- Committed to AOP values of justice, equity, respect of the beliefs and traditions of others
- Knowledge of anti-black racism
- Knowledge of the impact of residential school and colonization
- Understanding of Indigenous practices and impact of colonization

ANNUAL SALARY RANGE: \$18.80 / hour @ 35 hours per week

As a condition of hire, selected candidates will be required to provide:

- Consent for Police - Vulnerable Records Check - Results must be satisfactory to the employer
- Consent for Child Welfare check - Results must be satisfactory to the employer
- Must have a valid Ontario "G" class driver's license and reliable vehicle.

Child and Family Services of Grand Erie is committed to working from an Anti-Oppressive and Equity practice and is dedicated to building a workforce that reflects the diversity of the community in which we live and serve.

If you don't see yourself fully represented in each requirement of the job description, we still encourage you to apply. Research has shown individuals from underrepresented groups may only apply when they feel 100% qualified. We are committed to creating a more equitable, inclusive, and diverse organization and we strongly encourage all applicants with diverse identities and lived experiences to apply and to please self-identify in their cover letter.

We are committed to creating an accessible environment for all. Please let us know if you have any accommodation needs.

We thank all applicants; however only those considered for interviews will be contacted.

APPLICATION PROCESS: Submit resume and cover letter electronically at:

Email: employment@cfsge.ca

CLOSING DATE: **March 28, 2025 @ 4:30 pm**