

The Council of Islamic Guidance

510 Concession 3 Rd, Pickering, Ontario, L1X 2R4, Canada



Job Title: Summer Program Counselor

About us

The Council of Islamic Guidance is seeking Summer Program Counselors for our upcoming day camp. This is a vibrant opportunity for energetic, caring, and dedicated individuals to make a positive impact on the lives of children and the broader community.

Key Responsibilities

1. Ensure designated areas, both indoors and outdoors, are free of hazards and safe for daily operations.
2. Model appropriate behavior and language at all times.
3. Collaborate in planning sessions with Summer Program staff as required.
4. Prepare all necessary equipment and resources for daily programming.
5. Communicate any resource, training, equipment replacement or purchase, or supply needs to the Executive Committee to maintain an innovative and developmentally appropriate environment.
6. Handle setup and take-down of program equipment daily.
7. Assist in marketing the summer program through various channels such as social media, posters, banners, etc.
8. Maintain an up-to-date registration list, ensure waivers are properly completed, and communicate participants' needs to staff.
9. Ensure all program fees are paid prior to program start and communicate any registration challenges with the Executive Committee.
10. Maintain attendance reports as required.
11. Address behavior concerns with participants directly in a positive format, involving parents or guardians as needed. Utilize positive behavior management strategies to handle challenging behaviors and communication exchanges.
12. Provide understanding and responsiveness to all patrons with program concerns and feedback.
13. Distribute evaluation forms to participants and submit all feedback to the Executive Committee.
14. Remain flexible and open to learning new skills.
15. Communicate effectively via email, phone, and in-person with co-workers and supervisor.

16. Attend meetings and services as scheduled. Provide a year-end report of recommendations.

Qualifications

1. Previous experience working with children or in a camp setting preferred.
2. Excellent communication and interpersonal skills.
3. Strong organizational and planning skills.
4. Ability to work independently and as part of a team.
5. Flexibility and willingness to learn new skills.
6. Valid CPR and First Aid certification or willingness to obtain.
7. Background check clearance.

The Council of Islamic Guidance invites applications. As an organization serving the needs of its membership and the wider community, we take pride in our commitment to our members. We hold a strong belief in creating opportunities within our community, and thus, encourage applications from members of our organization.

Should you not currently be a member but are interested in this position, we welcome you to apply for membership at the time of your application. This enables you to participate fully in our community and to be eligible for employment opportunities such as this. Interested candidates are requested to submit their resume, along with a cover letter detailing their relevant experience and interest in the role. Applications will be accepted until the position is filled.

How to Apply

Thank you for considering a career at The Council of Islamic Guidance. To apply for this position, please take a minute to fill out the following form:

<https://forms.gle/5T16gk5dewwQR2PQ7>

Please note that only shortlisted candidates will be contacted.

The Council of Islamic Guidance thanks you for your interest.