



Job Posting

Casual Non-Union

DEADLINE: February 2, 2024

Camp Director, Summer Music Camps

Continuing Education

Rate of pay: \$55.07 per hour

4 Positions Available

(Positions are contingent on enrollment)

Reporting to the Program Manager, Community Programs and Centrally Assigned Principal, Continuing Education, the Camp Director, Summer Music Camps will be responsible for providing support to ensure the successful delivery and day to day operations for a designated Summer Music Camp site:

- *Ensure all TDSB health and safety procedures and guidelines are being followed;*
- *All Continuing Education program procedures are being followed;*
- *Responsible for hiring and supervision of Summer Music Camp Instructors;*
- *Maintain inventory of resources, instruments and music;*
- *Monitor and evaluate program delivery and report on program results;*
- *Promote the Summer Music Camps to all schools, parents, and community.*

Support Program Manager, Community Programs, ensuring a high standard of quality programming within the available resources and operational guidelines of the Continuing Education Department.

Summary of Duties:

- In collaboration with the Program Manager, Community Programs, the Camp Director will be responsible for overseeing the day to day operations of the designated Summer Music Camp site;
- Demonstrated understanding and working knowledge of Equity, Anti-Racism, Anti-Oppression and Anti-Black Racism;
- Plan and carry out emergency site evacuation drills on a regular basis;
- Ensure all TDSB health and safety procedures and guidelines are being followed at the assigned Summer Music Camp site;
- Responsible for the hiring and supervision of Summer Music Camp Instructors and Summer Student Councilors;
- Provide direction to Instructors within the assigned Summer Music Camp site;
- Ensure that staff comply with all TDSB policies, procedures and requirements;
- In collaboration with Summer Music Camp Instructors, design appropriate programs and lesson plans for participants in the camps;
- Monitor classroom lesson plans and oversee quality of instruction;
- Conduct regular classroom observations and performance evaluations of Instructors;
- Visit classrooms regularly to interact with participants;
- Select resources (books, consumables, music) based on camp needs and ensure all classes have access to appropriate resources;
- Maintain the inventory of resources, instruments and music for camp site;
- Oversee the minor repairs and tuning of instruments as required;

- Coordinate administrative procedures, such as, reporting all summer camp staff absences to Continuing Education central staff;
- Liaise with Continuing Education central staff regarding use of school/site space for permit;
- Assist with editing the Summer Music Camp brochure;
- Promote the Summer Music Camps to all schools, parents, and community;
- Other duties as assigned;

Qualifications:

- Minimum of five years of progressively responsible experience in Music instructional environment or an equivalent combination of education and experience;
- Familiarity with relevant Health and Safety legislation and requirements;
- Knowledge and understanding in operating a summer music camp;
- Demonstrated strong and effective interpersonal and team building skills;
- Proven ability to communicate effectively with a customer service focus;
- Excellent organizational and management skills;
- Successful supervisory experience with strong leadership skills;

Assets:

- OCT Certification;
- First Aid and CPR Certified;
- Experience in lesson plan development;
- Ability to play, tune and repair various instruments.

Special Requirements:

- Provision of own vehicle for travel to Toronto Summer Music Camp site, Mono Cliffs Outdoor Education Centre.

Summer Music Camp Sites and Work Dates/Times:

- 1- Toronto Summer Music Camps - Mono Cliffs Outdoor Education Centre, R.R. #1, Orangeville, ON L9W 2Y8:**
Camp 1 – July 08 - July 13; **Hours per day:** 6.5 hours
Camp 2 – July 15 - July 20; **Hours per day:** 6.5 hours
Camp 3 – July 22 - July 27; **Hours per day:** 6.5 hours
- 2- DownTown Summer Strings – Bickford Centre, 777 Bloor Street West, Toronto, ON M6G 1L6:**
Camp dates: July 8 - July 19
Hours of work: 8:30 AM – 3:30 PM – 6.5 hours per day (plus .5 hour unpaid lunch)
- 3- Summer Sounds – York Mills CI, 490 York Mills Road, Toronto, ON M3B 1W6:**
Camp dates: July 8 - July 19
Hours of work: 8:30 AM – 3:30 PM – 6.5 hours per day (plus .5 hour unpaid lunch)
- 4- Scarborough Arts Camp – Wexford Collegiate, 1176 Pharmacy Avenue. Toronto, Ontario, M1R 2H7**
Camp dates: July 8 - July 19
Hours of work: 8:30 AM – 3:30 PM – 6.5 hours per day (plus .5 hour unpaid lunch)

Applications should be submitted by email to the email address below:

- E-mail to: summerartsandmusiccamp@tdsb.on.ca

Note: Please quote the job title in the subject line of your email

** Please indicate the camp you are applying to on your application

** Include your TDSB Employee Number on your application