

We Are Hiring!

Applicants are encouraged to apply for both programs!

Location: Elizabeth Métis Library

Summer Literacy Camp

July 6 - July 9

Hiring:

- 1 Team Lead
- 2 Camp Counsellors
- 1 Cook

Drop-in Literacy Programs

July 13 - July 31

Hiring:

- 2 Drop-In Counsellors
 - Part-time

Contact
khannan@unitedforliteracy.ca
to apply for either program





SUMMER EMPLOYMENT POSITION AVAILABLE

Title of Position: Drop-In Program Counsellor

Term: 3 weeks Part-Time Contract + Training

Location: Elizabeth Métis Library

Dates: July 13 – July 31, Monday – Friday

Salary: \$19/hour, 15 hours/week

Description

United for Literacy, formerly known as Frontier College, is a national, non-profit literacy organization. We work inclusively with volunteers and community partners to help children, youth and adults achieve their goals through the power of literacy.

This summer, United for Literacy will work in partnership with Elizabeth Métis Library to deliver Drop-In Summer Literacy Programming for youth in the community. The goal of the program is to promote a love of reading and learning during the summer months. This year, programming will take place at Elizabeth Métis Library, from July 13 – July 31, 1:00PM – 4:00PM, for learners ages 5 – 12.

Overall Accountability

Camp Counsellors will work as a team to deliver a diverse array of indoor and outdoor literacy-based activities in a safe, caring and fun-filled environment.

Camp Counsellors will report directly to the Camp Coordinator. Counsellors must be available for training with United for Literacy before programming begins, to learn the required skills to deliver a successful program.

Major Duties and Responsibilities

- Day-to-day delivery and leadership of fun, engaging literacy-based activities
- Create, plan and organize programming
- Ensure the safety and well-being of all participants during programming hours
- Maintain accurate records as required and gather feedback from parents, participants, and community members
- Ensure adherence to all program directives and guidelines
- Attend and participate in all orientation training and evaluation sessions

Skills and Attributes

Essential

- Ability to work well in a team and with minimal supervision
- Be mature, punctual, reliable, and responsible
- Enjoy working with children and delivering games, crafts, and literacy activities
- A positive and friendly attitude
- Able to model good behavior and communication skills
- Candidates must have or will have to complete a police/criminal record check including a Vulnerable Sector Search (costs will be reimbursed)

Strongly Desired

- Demonstrated experience working with groups of children/youth in a literacy program setting
- Possession of valid Standard/ Emergency First Aid qualification considered an asset

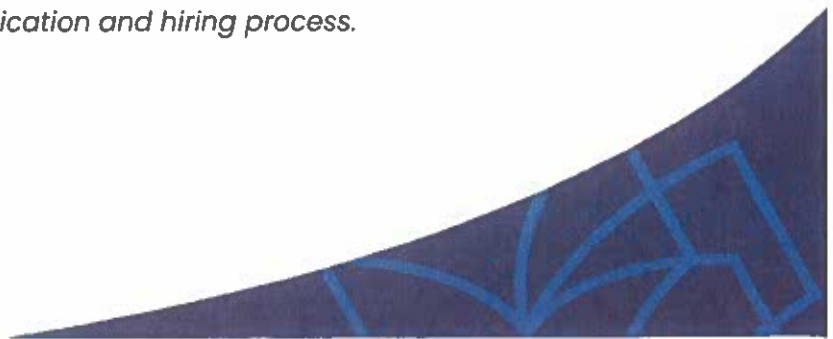
**Interested candidates should email resume to Kayla Hannan,
Camp Coordinator: khannan@unitedforliteracy.ca**

Closing date: until the position is filled

For more information about United for Literacy, visit www.unitedforliteracy.ca

Thank you for your application.
You will be contacted if you are selected for an interview.

We are committed to integration and maintaining the independence of individuals and removing barriers to accessibility in the workplace. We are committed to full compliance with the Human Rights Code, the Occupational Health and Safety Act, and all other applicable legislation. We invite applicants to request accommodation, as required, throughout the application and hiring process.





SUMMER EMPLOYMENT POSITION AVAILABLE

Title of Position: Camp Administrator

Term: 4 days Full-Time Contract + Paid Training

Location: Elizabeth Métis Library

Dates: July 6 – 9, Monday – Thursday

Salary: \$24/hour, 35 hours/week

Description

United for Literacy, formerly known as Frontier College, is a national, non-profit literacy organization. We work inclusively with volunteers and community partners to help children, youth and adults achieve their goals through the power of literacy.

This summer, United for Literacy will work in partnership with Elizabeth Métis Library to deliver a Summer Literacy Camp for youth in the community. The goal of the program is to promote a love of reading and learning during the summer months. This year, camp will take place in Elizabeth Métis Library from July 6 – July 9, 1:00PM – 6:00PM, for learners aged 5 – 12.

Overall Accountability

The Camp Administrator will lead a small team to deliver a diverse array of indoor and outdoor literacy-based camp activities in a safe, caring and fun-filled environment. Additionally, the Camp Administrator will be responsible for overseeing the administrative duties of the program.

Two Camp Counsellors and a Camp Cook will report directly to the Camp Administrator, who will in turn be remotely supervised and supported by the Camp Coordinator at United for Literacy.

The Camp Administrator and Counsellors must be available for training with United for Literacy before camp, to learn the required skills to deliver a successful program.

Major Duties and Responsibilities

- Lead a small team in the planning and delivery of Summer Literacy Camp, including creating a camp agenda, acquiring program materials, organizing camp events like field trips and inviting guests to camp.
- Manage a large budget, including food and material costs and shop for supplies
- Communicate regularly with Camp Coordinator to coordinate logistics related to Summer Literacy Camps including training, mailing, shopping etc.
- Assist with data collection and entry during and after camp, as well as processing timesheets, weekly reports and other camp related administration.
- Provide ongoing support to the Camp Coordinator(s) in the building of strong relationships with camp communities, camp teams and the delivery of Summer Literacy Camps.

Skills and Attributes

Essential

- A self-motivated and leadership-oriented disposition
- Ability to work independently without supervision and as a member of a team
- Strong written and verbal communication skills
- Effective time management skills with exceptional attention to detail
- Ability to think critically and employ strong situational problem-solving skills
- Strong organizational, planning, and multi-tasking skills
- Valid driver's license and access to a vehicle
- First Aid Certification
- Candidates must have or will have to complete a police/criminal record check including a Vulnerable Sector Search and First Aid certification (costs will be reimbursed)

Strongly Desired

- Experience working with children ages 5 - 12 years old
- Experience or interest in the fields of formal/informal education, teaching or community literacy programming
- Experience in, or strong desire to gain experience in, budget management

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Camp Coordinator: khannan@unitedforliteracy.ca**

Closing date: until the position is filled

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SUMMER EMPLOYMENT POSITION AVAILABLE

Title of Position: Camp Cook

Term: 4 days Full-Time Contract + Paid Training

Location: Elizabeth Métis Library

Dates: July 6 – July 9, Monday – Thursday

Salary: \$21/hour, 35 hours/week

Description

United for Literacy, formerly known as Frontier College, is a national, non-profit literacy organization. We work inclusively with volunteers and community partners to help children, youth and adults achieve their goals through the power of literacy.

This summer, United for Literacy will work in partnership with Elizabeth Métis Library to deliver a Summer Literacy Camp for youth in the community. The goal of the program is to promote a love of reading and learning during the summer months. This year, camp will take place in Elizabeth Métis Library from July 6 – July 9, 1:00PM – 6:00PM.

Overall Accountability

The Camp Cook will be responsible for preparing healthy snacks and lunches for campers and staff daily for the duration of the camp.

The Camp Cook will report directly to the Camp Administrator. Before camp starts, the Cook must attend a virtual camp training with United for Literacy related to meal preparation and food safety. The one-day training will be considered a day of work and compensated accordingly.

Major Duties and Responsibilities

- Prepare a healthy choices menu and grocery list for the duration of the camp
- Prepare healthy snacks twice daily
- Prepare lunch daily (including hot lunches where possible)
- Commitment to setting examples of healthy eating
- Keep kitchen facilities and camp space clean

- Work within budget guidelines
- Shop for groceries, including travel to nearest grocery store
- Adhere to all program directives and guidelines

Skills and Attributes

- Superior planning, organizational and time-management skills
- Excellent communication skills
- Ability to prepare snacks and cook lunch (hot and/or cold) for a group of people
- Demonstrate Food Safety - understanding and adherence
- Work quickly and efficiently
- Candidates must have or will have to complete a police/criminal record check including a Vulnerable Sector Search (costs will be reimbursed)

Food Handlers Certificate (preferred)

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Camp Coordinator: khannan@unitedforliteracy.ca**

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SUMMER EMPLOYMENT POSITION AVAILABLE

Title of Position: Camp Counsellor

Term: 4 days Full-Time Contract + Paid Training

Location: Elizabeth Métis Library

Dates: July 6 – July 9, Monday – Thursday

Salary: \$19/hour, 35 hours/week

Description

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This summer, United for Literacy will work in partnership with Elizabeth Métis Library to deliver a Summer Literacy Camp for youth in the community. The goal of the program is to promote a love of reading and learning during the summer months. This year, camp will take place at Elizabeth Métis Library from July 6 – July 9, 1:00PM – 6:00PM, for learners ages 5 – 12.

Overall Accountability

Camp Counsellors will work as a team to deliver a diverse array of indoor and outdoor literacy-based camp activities in a safe, caring and fun-filled environment.

Camp Counsellors will report directly to the Camp Administrator. The Camp Administrator and Counsellors must be available for training with United for Literacy before camp, to learn the required skills to deliver a successful program.

Major Duties and Responsibilities

- Day-to-day delivery and leadership of fun, engaging literacy-based camp activities
- Help create, plan and organize camp programming
- Ensure the safety and well-being of all camp participants during camp hours
- Maintain accurate camp records as required and gather feedback from parents, campers and community members
- Ensure adherence to all program directives and guidelines
- Attend and participate in all camp orientation training and evaluation sessions

Skills and Attributes

Essential

- Ability to work well in a team and with minimal supervision
- Be mature, punctual, reliable, and responsible
- Enjoy working with children and delivering camp games, crafts, and literacy activities
- A positive and friendly attitude
- Able to model good behavior and communication skills
- Candidates must have or will have to complete a police/criminal record check including a Vulnerable Sector Search (costs will be reimbursed)

Strongly Desired

- Demonstrated experience working with groups of children/youth in a summer camp or literacy program setting
- Possession of valid Standard/ Emergency First Aid qualification considered an asset

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