



The Children's Aid Society  
OF HAMILTON  
La Société d'aide à l'enfance  
DE HAMILTON



The Children's Aid Society of Hamilton was established in 1894 as a not-for-profit charitable organization, mandated under The Child and Family Services Act of Ontario, focusing on the well-being and protection of children. Over these years our Society has earned a reputation as a leader in the field of child welfare. The Society is committed to the safety, protection and well-being of children and the strengthening of families, while valuing diversity and promoting equity.

We are currently seeking a skilled and committed individual to join our team as a:

## SUMMER CAMP ASSISTANT – SUMMER STUDENT

Effective April, 2018

\$14.00 per hour, plus 4% vacation pay as per the Employment Standards Act  
35 hours per week, Monday to Friday, 8:30 a.m. to 4:30 P.M.

The Summer Camp Assistant is responsible for the co-ordination of the Summer Camp Program at The Children's Aid Society of Hamilton, involving approximately 200 children.

### Major Responsibilities:

- Assimilates, organizes and distributes information on approved day and residential camps to child protection workers and foster parents;
- Provides consultation on the variety of camps and programs offered;
- Processes camp applications, medicals and permission forms;
- Maintains accurate records on registered campers and amounts owing to camps;
- Establishes a good working relationship with each camp director/staff and provides each camp with written Emergency Procedures;
- Visits and inspects camps being used by the Agency;
- Works closely with drive office staff to ensure volunteer transportation, if required, is in place;
- Follows up on any concerns or problems that the camp or camper may have indicated;
- Researches and provides information on camp subsidies for families whose children are not in care;
- Evaluates and provides recommendations on the Summer Camp Program in a written final report;
- Produces evaluation forms for campers, camps, caregivers and child protection workers;

### Key Qualifications:

- Enrolled in a Bachelor of Social Work or Master of Social Work program or a related field of study from a recognized university;
- **Must be returning to FULL-TIME studies September 2018;**
- Demonstrated ability to write clear, concise reports, computer literate and familiarity with spreadsheet programs;
- Excellent communication, interpersonal and analytical skills
- Must have a valid G driver's license, access to a personal vehicle and proof of two million dollar liability insurance coverage.

***All employees of the Society are expected to demonstrate respect, empathy, and accountability to the children and families we serve and each other, and to attend work regularly as regular attendance is critical to maintaining the highest quality and level of service expected in delivering care to the children and families of our community.***

Interested applicants should submit a current resume to Human Resources  
Email: [careers@hamiltoncas.com](mailto:careers@hamiltoncas.com) or Fax: (905) 522-1089

***The Children's Aid Society of Hamilton is dedicated to building a workforce that reflects the diversity of the community in which we live and serve. The Society encourages applicants from all qualified individuals.***

***We thank all applicants for their interest in the Children's Aid Society of Hamilton, however we will only contact those selected for an interview.***

***Applicants who require accommodation due to disability during the selection process must notify HR when contacted for an interview.***