



The Children's Aid Society
OF HAMILTON

Serving Hamilton's children and families since 1894.

La Société d'aide à l'enfance
DE HAMILTON

Au service des enfants et des familles de Hamilton depuis 1894.

EMPLOYMENT OPPORTUNITY

The Children's Aid Society of Hamilton was established in 1894 as a not-for-profit charitable organization, mandated under the *Child, Youth and Family Services Act* of Ontario, focusing on the well-being and protection of children. During this time, the agency 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

Temporary Full -Time

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;
- Provides administrative duties, as assigned.
- Produces evaluation forms for campers, camps, caregivers and child protection workers.

Key Qualifications:

- Enrollment in an Undergraduate program from a recognized college or university;
- **Must be returning to FULL-TIME studies September 2018;**
- Demonstrated ability to write clear, concise reports, computer literate and familiarity with Microsoft office suite;
- 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 careers@hamiltoncas.com or by or Fax: (905) 522-1089, clearly indicating the Job Posting Number (**File #004/19**) by **March 29, 2019**

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. Applicants that may require accommodation due to disability during the selection process must notify Human Resources when contacted for an interview.