Director of Explore Workshops and Summer Camp

- A few flexible training hours between November 2019 to April 2020
- Full-time work May to August, 2020
- Located on Queen’s Campus in Mac-Corry Hall

The position

- Overseeing the work of four camp counselors, marketing, finances, workshops in local schools, and two months of summer camp
- Form positive relationships with the Queen’s Department of Geography, local school boards, educators, principals, campers, parents, and community members
- May and June: The Explore team visits local schools to present geography-themed workshops that comply with the Ontario Curriculum. Time is also spent on camp promotion and programming
- Supervise staff members to ensure they are completing their tasks
- July and August: Camp! The Director will oversee most aspects of camp registration and operation
- Once hired, the Director will schedule flexible meetings with the 2019 outgoing Director to aid in transition and understanding of duties

Requirements

- Must be returning to full-time school at Queen’s in September 2020
- Must be responsible, professional and possess good communicating skills
- Strong time management skills are crucial for organizing schedules for workshops and camp
- Must be able to delegate and give positive and constructive feedback
- Must have experience working in positions of leadership
• Experience working with children and/or in a summer camp environment is a huge asset
• Knowledge of Geography and the social sciences are an asset

Please email your resume and cover letter to hooverk@queensu.ca by Monday, October 28th at midnight, and let us know if you have any questions! Interviews will be held on November 22nd.