



TARIC ISLAMIC CENTRE



TARIC Islamic Centre

Summer Day Camp & Youth Leadership Program

is hiring a:

Camp Manager

Duration: 7 weeks (July 2, 2024 – August 15, 2024)

Preference given to applicants that live in the Humber River-Black Creek Riding

Age Requirement: 16 -25

Visit www.taric.org for the job description

Send your Resume to : camps@taric.org

Made Possible By:



TARIC Summer Day Camp 2024

Job Description: Camp Manager

Training Dates: July 2nd to July 5th

Start Date: July 8th **End Date:** August 15th

Hours Per Week: 35-40 Hours (Tentative: Monday to Friday, 8:30 AM – 3:30PM)

Rate of Pay: \$16.55/hr **Age:** 16-25

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Description:

The Summer Day Camp Manager will be responsible for the overall administrative and managerial duties of the Summer Day Camp and Youth Leadership Program. Reporting to Qari Muhammad and the Executive leadership team of the TARIC Summer Day Camp and Youth Leadership Program.

The Camp Manager will be responsible for the coordination, operation, and support of the TARIC Day Camp and Youth Leadership Program. They will assist and guide camp staff and volunteers on programming and daily activities. They will help to create and foster a high level of enthusiasm between staff, participants, volunteers, and parents. They will provide on-site support for the Day Camp staff. They will organize regular meetings and daily debriefing. They will work with the core program leaders to make sure activities are designed to be safe, inclusive, and fun.

Camp Manager will also be in charge of planning the camp schedule, such as special days and field trips. They will also be responsible for managing finances such as arranging the cost of trips, purchasing equipment, booking school buses, and planning the awards ceremony. They will also be the main point of contact of the camp for parents/guardians. Camp Manager is expected to ensure that all staff are performing their jobs to standard.

Responsibilities and Duties

- Oversee the design and implementation of the Summer Day Camp curriculum.
- Advertise and market on social media.
- Conduct training seminars with employees and volunteers.
- Coordinate First Aid, CPR, Working with Vulnerable and At-Risk youth training.
- Plan and coordinate field trips and transportation
- Liaise with parents and staff.
- Send consistent email updates to parents and guardians.
- Keep track of attendance.
- Manage conflict reports.
- Be fluent in reading Arabic.