

## JOB POSTING

**JOB REQ. #:** 117-QCIC-117

**POSITION TITLE:** Program Administrator (Peel Summer Academy – Exploration Lead-ON)

**TERMS OF EMPLOYMENT:** Casual

**LOCATION:** Various locations in Northern Ontario (TBA)

**REPORTING TO:** Coordinator, Youth Education Services

**START DATE:** August 12, 2012 (Responsibilities commence March 2012)

**END DATE:** August 24, 2012

**HOURLY RATE:** \$25.00 to \$28.00 per hour plus 4% vacation pay

**SCHEDULE:** 24 hour supervision while away

**HOURS:** 35 hours/week

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**SUMMARY:** The Peel Summer Academy Exploration Lead-ON program is a unique summer outdoor experiential leadership learning experience for bright and intellectually curious students in Grades 7 & 8, offered by the Centre for Education & Training. The program takes place in the month of August for 2 weeks.

**DUTIES &  
RESPONSIBILITIES**

- Interview and assist in hiring of Program Assistant
- Attend and contribute to the Winter Open House
- Plan the program curriculum
- Manage and co-ordinate day and evening activities
- Liaison with all staff at program locations, parents, and program clients
- 24 hour supervision during the program
- Manage the program budget
- Follow-up evaluation and recommendations

**QUALIFICATIONS:**

- University Degree or College Diploma in a related field, or in progress
- Experience working with youth/children in a camp and/or travel setting
- Experience in developing program opportunities for bright youth
- Experience with outdoor education and experiential learning (mandatory)
- Minimum 1 year experience with hiring, supervising and evaluating staff
- Empathetic, caring approach toward young people
- Demonstrated ability to communicate effectively in a variety of styles
- Provision of a Criminal Record Check
- First Aid & CPR

**To apply:**

Please submit your covering letter and resume to Courtney Clayton – Coordinator, Youth Education Services

By Friday February 3<sup>rd</sup>, 2012 by 4:00 pm

Via

Email: [cclayton@tcet.com](mailto:cclayton@tcet.com)

**\*Please indicate job requisition number 117-QCIC-117 in the subject line.**

*Thank you in advance for your interest. Only those candidates selected for interviews will be contacted.*