



INTERNAL/EXTERNAL JOB POSTING (Job Posting #2019-50)

TITLE: Staff Coordinator
POSITION STATUS: Full Time - Seasonal
REPORTS TO: Director

POSITION SUMMARY:

The Bob Rumball Camp of the Deaf is one of a kind in Canada. Our Camp Programs support Deaf, Hard of Hearing, and Deafblind adults some of whom have complex behavioural, developmental and/or mental health diagnoses. This position is responsible for the daily waterfront activities and programs. The Waterfront Supervisor will work with the Program Coordinator and Director and the waterfront staff team to ensure the highest quality of care and services for everyone we serve.

The Bob Rumball Camp of the Deaf offers an excellent opportunity for someone who is committed to contributing to the Camp's strategic goals and introducing innovative, best practice approaches to the Staff and ICT Team. If you are interesting in becoming an impactful resource for the deaf community and building our deaf services across Canada, you'll fit right in!

PRIMARY DUTIES

- Participates in key decisions pertaining to staffing positions, staff schedules and ICT and operational execution
 - Staff Liaison for inter staff and camper issues and concerns.
 - Control the day-to-day activities of the staff schedules and functions to ensure safe and positive staff and camper experiences.
 - Develops and maintains appropriate management information systems related to staff data
 - Leads the staffing process under Direction of Director as needed, and by partnering with Program Coordinator and Waterfront Director and Food Services Director.
 - Manages a team of professional staff developing them by providing ongoing training, mentoring and coaching.
 - Ensures accurate and timely processing of all ICT communications with IT staff and with Program staff for all onsite media and coordinates all communications for social media with Social Media Staff.
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QUALIFICATIONS

- Enrolled in a full time study Bachelor degree and 30 years old or younger.
 - Human Resource Management Experience
 - Experience in positions in non-profit organizations
 - 2 years' experience leading teams or in a management position
 - Strong ASL, and written English communications
 - Able to adapt to changing priorities
 - Collaborates effectively with all staff and acts with the highest integrity while maintaining confidentiality
 - Sound understanding, judgment and creative problem solving abilities
 - Self-starter with the ability to build and initiate strategic plans to reach goals
 - Advanced ICT skills in a broad platform of media
 - Hold and maintain a valid Ontario driver's license and access to a vehicle
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Interested candidates please email resume to: Deaf Camp Jobs: jbursa@bobrumball.org; deafcamp@bobrumball.org or fax to 416-449-8881 Please contact the above if you need accommodation at any stage of the application process.

PLEASE QUOTE JOB POSTING NUMBER YOU ARE APPLYING FOR.

We thank all applicants in advance, however, only candidates selected for an interview will be contacted.

Posting Date: May 9, 2019

Closing Date: May 27, 2019

Start Date: June 29, 2019