

The Burlington Gymnastics Club is a not-for-profit organization governed by a volunteer Board of Directors. For over fifty five years the club has provided quality recreation and competitive (artistic and rhythmic) programs in a safe, inclusive, positive environment focused on learning and developing the whole child. Operating two gymnastics centres in Burlington, supported by a staff of over seventy (75), the club is proud of its achievements within the sport of gymnastics, its community involvement and tenure with the City of Burlington.

Number of Positions: Three (3)

Work Term: June 23 - August 29, 2025.

Hours: Monday - Friday 37.5 hours per week (between the hours of 8:00am-5:00pm)

Language: English

Compensation: From \$21.00 per hour based on qualifications and experience

Locations: 710 Maple Avenue, Burlington Ontario
3465 North Service Road, Burlington, Ontario

Position Summary & Responsibilities:

Under the supervision and mentorship of the Recreation Manager, the Summer Camp Supervisors will be responsible for planning, coordinating, directing, evaluating and supervising a safe, enjoyable, quality camp program for all.

Job Responsibilities: The primary responsibilities of this position are to:

- Assist in the planning, organization, administration, execution and evaluation of summer camps
- Assist in planning and facilitating staff training sessions for camp staff in cooperation with the recreation manager
- Deliver enjoyable, structured and well-planned camp programs and activities
- Meet the needs of each participant and ensure adequate safety while facilitating the camp
- Maintain a safe working environment (i.e. equipment safety checks, facility maintenance and cleanliness)
- Adhere to and enforce BGC policies, procedures, Code of Conduct
- Demonstrate high level of customer service and deliver in efficient, courteous and respectful manner
- Supervise, direct and evaluate coaches/volunteers in training
- Motivate and manage behaviour of all campers
- Ensure that Accident/Incident procedures are strictly adhered to at all times
- Coach programs and camps as needed
- Assign duties as required

Position Requirements: This position requires:

- A current Standard First Aid and CPR certification prior to commencement of camp
- A current Vulnerable Sector Police Screen (if over 18 years of age)
- Proof of completion of NCCP Foundations Trained Artistic & Trampoline
- Individuals that are 18 years of age or older
- Individuals that have a minimum of two years of gymnastics coaching experience
- Individuals that have excellent organizational and time management skills
- Individuals that have outgoing personality with strong customer service skills
- Individuals that are reliable and professional
- Individuals that enjoy working with ages 4-12 years
- Individuals that take direction well and work cooperatively with all levels of staff
- Working knowledge of Google Suites and Canva

Application Deadline: April 16th 2025. Please send resume and covering letter to dizzard@bgcgym.com

While we thank all applicants for their interest, only those applicants selected for an interview will be contacted.