



Shadow Lake Camp – Community Living Toronto

Overnight Awake Coordinator

We are seeking an Overnight Awake Coordinator for Summer 2024 camps.

The Overnight Awake Coordinator is responsible for supervising the overnight awake team and ensuring guests are receiving the appropriate care. The Overnight Awake team reports to Overnight Awake Coordinator.

Responsibilities include:

- Provide direct support to overnight awake team
- Provide breaks to their team
- Match up cabins with most suitable staff
- Intervene in emergencies at night
- Contact on-call support for emergencies over the course of the night
- Enforcing and upholding Community Living Toronto policies and Shadow Lake Centre policies
- Ensuring open communication with families, caregivers, guests and staff
- Working collaboratively with your peers on the senior staff team
- Document any incidents that occur and oversee staff's documentation
- Facilitate and attend meetings with senior staff and Overnight staff team
- Assist with training week and ongoing training

Requirement: 1+ year working at Shadow Lake, or other equivalent experience, First Aid/CPR certified

For application details please visit: shadowlakecentre.ca/work-at-shadow-lake

Application Deadline: **April 30, 2024**

When required, accommodations for disabilities will be provided, on request. By submitting your application, you confirm that the information included is accurate and true. Misrepresentation or omission of facts in connection with your application may be sufficient cause for dismissal.

Thank you for your interest in Community Living Toronto. Please note that only those applicants selected for an interview will be contacted.