

<b>Job title</b>	<i>Activity Camp Coordinator – 1 x Junior Camp, 1 x Senior Camp</i>
<b>Regular Working Hours</b>	<i>Varies; 35-40 hrs/wk</i>
<b>Reports to</b>	<i>Recreation Coordinator</i>
<b>Employment Dates:</b>	<i>June 10<sup>th</sup>, 2024 – August 24<sup>th</sup>, 2024 (subject to change)</i>
<b>Rate of Pay:</b>	<i>\$18.00/hr+ based on experience</i>

## Job purpose

The Activity Camp Coordinator (ACC) will be responsible for implementing and supervising the 8 week summer Activity Camp for children ages 5-11 from July - August from 9:00am-4:00pm. They will work with fellow Activity Camp Leaders to assist in designing and implementing appropriate programming for Activity Camp. They will also be responsible for the general safety and skill achievement of the participants in the Activity Camp. The ACC may also be required to assist the Recreation Coordinator and other summer staff on an “as needed” basis for special events, maintenance, and community programming.

## Duties and responsibilities

Job duties and responsibilities of the Activity Camp Coordinator include, but may not be limited to, the following:

- Planning all aspects of summer activity camp in collaboration with recreation coordinator and summer program coordinator, working within budgetary guidelines
  - Create and implement daily activity camp program plans, including supply lists, special guest requests, and address any other needs to ensure camp runs safely and in a fun environment
- Supervise camp participants and participate in camp on a daily basis
- Lead inclusive games, activities, songs, crafts, drama, or other planned activities with camp participants
- Work in cooperation with Summer Program Coordinator to manage all activity camp administration and paperwork, parent communication
- Provide support and leadership to Junior Leaders and Leader in Training Program participants
- Participate in regular program reviews with recreation coordinator detailing skills learned/developed, experiences gained, and areas of consideration for activity camp(s)

## Qualifications

Qualifications include:

- Previous experience (at least 2 years) in summer day camp leadership
- Some post-secondary education in recreation or related field of study an asset
- Ability to develop and work within budgetary guidelines
- Energetic, self-motivated, and people oriented; ability to lead by example and provide mentorship to activity camp staff

## Requirements

- Must be a youth between the ages of 15-30; academic considerations may be in effect for this job to meet certain funding requirements
  - First aid/CPR certification\*
  - Criminal Record check and Vulnerable Sector check
- \*training will be provided in the instance that successful candidate does not currently hold certification

## Working conditions

Activity Camp Coordinator may be required to work on Canada Day and occasional evening(s)/weekend(s) if events fall outside regular Monday-Friday working hours. Working hours will vary on a weekly basis to accommodate activity camp scheduling; camp shifts will be 7:30am-4:00pm OR 9:00am-5:30pm.