

Job title	<i>Activity Camp Coordinator – 1 x Junior Camp, 1 x Senior Camp</i>
Regular Working Hours	<i>Varies; 35-40 hrs/wk</i>
Reports to	<i>Recreation Coordinator</i>
Employment Dates:	<i>June 16th – August 23rd, 2025 (subject to change)</i>
Rate of Pay:	<i>\$17.00/hr+ based on experience</i>

Job purpose

The **Activity Camp Coordinator (ACC)** is responsible for implementing and overseeing an engaging and safe 8-week summer activity camp for children aged 4-11. Running from July to August, the camp operates Monday through Friday, 9:00 AM to 4:00 PM. The ACC will work closely with fellow camp leaders to design and deliver inclusive, age-appropriate programming. Additionally, the ACC will ensure the safety, skill development, and enjoyment of all participants. The role may also involve supporting the Recreation Coordinator and other summer staff with special events, facility maintenance, and community programming as needed.

Duties and responsibilities

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

Program Planning and Implementation:

- Collaborate with the Recreation Coordinator and Summer Program Coordinator to plan all aspects of the activity camp, adhering to budgetary guidelines.
- Develop and execute daily camp activity plans, including supply lists, special guest arrangements, and other logistical needs.
- Ensure all activities are engaging, inclusive, and promote a fun, safe environment for participants.

Camp Supervision and Leadership:

- Supervise and engage with camp participants daily, leading activities such as games, crafts, drama, songs, and other planned programming.
- Provide mentorship and guidance to Junior Leaders and Leader-in-Training Program participants.

Administrative Support:

- Assist in managing camp administration, including paperwork, parent communications, and participant records, in cooperation with the Summer Program Coordinator.

Program Evaluation and Development:

- Participate in regular reviews with the Recreation Coordinator, providing feedback on skills developed, program outcomes, and opportunities for improvement.

Additional Duties:

- Support special events, facility maintenance, and community programming efforts as required by the Recreation Coordinator or other summer staff.

This position plays a critical role in delivering a memorable and enriching summer experience for children, fostering community engagement, and supporting personal and team development.

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.

