



Summer Camp Co-Ordinator

Springbank Catholic Family of Parishes
St. George Parish
1164 Commissioners Rd. W

\$18 / Hour | 8 Week Summer Position | Monday to Friday
JULY 2 - AUGUST 9 | 8:30 AM - 4:30 PM
AUGUST 12 - 16 | 8 AM - 5 PM
AUGUST 19 - 30 | 8:30 AM - 4:30 PM

DEADLINE TO APPLY: MAY 30

Summer Camp Co-Ordinator will provide on-site leadership and support to all campers, Leaders-in-training and counsellors. They will lead on-site training for all Leaders-in-training and Counsellors and are responsible for the successful day to day operations of the day camp and ensures that all have a positive experience leading to personal growth and leadership opportunities.

This position reports to the Business Manager.

In this role, you will:

- Provide on-site leadership and supervision to camp staff through training, coaching, monitoring performance and supporting camp staff to meet expectations of their roles
- Coordinate daily operations of camp program including creating and completing set up and take down checklists, designing schedules so that all camper groups participate in all of the activities
- Monitor the delivery of safe, high quality programs and making sure staff have all of the supplies they require and are incorporating camp values daily
- Ensure administrative tasks are completed accurately and on time including all paperwork associated with registration, waivers, attendance, parent communication
- Be responsible for parent and staff communication including checking email, respond to all parent/guardian inquiries in a courteous and prompt manner
- Responsible for attending all staff training and meetings, arriving on time and actively participating and contributing to the development of all camp staff
- Ensure health and safety procedures are being followed and maintained and contribute to the cleaning, safety and maintenance to camp site
- Act as a positive role model for the campers and camp staff
- Plan and create all camp activities, ensuring all supplies are obtained within budget prior to the start of camp, organize daily camp schedules and coordinate timely rotation of activities / events each day of camp

The ideal candidate will:

- Be a post-secondary student with previous camp counsellor / camp co-ordinator experience
- Be creative and innovative in creating activities, while possessing digital skills
- Have experience working with children age 5 through teenagers
- Have first aid and CPR certification
- Demonstrated ability to work well both independently and in a team environment
- Well-developed interpersonal and relationship building skills, ability to establish rapport and excellent communication with families, staff and volunteers
- Excellent communication skills and ability to lead a group of children
- Commitment to diversity, equity, inclusion and building a sense of belonging
- Experience with and commitment to the teachings and values of the Catholic Church

In keeping with our commitment to safety and child protection, job offers are contingent on the successful completion of a Police Records Check for the Vulnerable Sector.

The chosen candidate must be legally entitled to work in Canada. We thank all applicants for their interest, however, only those chosen for interviews will be contacted.

Please send cover letter, resume and three references to springbankcatholic@dol.ca

This position is funded through the Canada Summer Jobs Grant.