



## Summer Camp Coordinator



### Job description

Overall responsible for the smooth and efficient running of the camp; he/she will develop the camp's various programs, recruit community resources, oversee the education, social and recreation aspects of the camp; liaise with parents and community members and ensure safety and security standards are met.

### Main Responsibilities:

The Summer Camp Program Coordinator will be responsible for:

- (1) Develop and execute a comprehensive plan and program for the Summer Day Camp and related activities.
- (2) Develop a program to mentor and guide camp counselors in their delivery of the camp program and their daily interaction with participants.
- (3) Manage the day-to-day activities associated with curriculum, resources, field-trips, finances, communication with counselor and parents, etc.
- (4) Set goals and priorities, and work independently and as a part of a team when planning and executing the program.
- (5) Make a plan to deal with campers who have difficulties coping with the activities due to language, physical or behavioral issues.
- (6) Be creative and innovative in coming up with solutions and implementing the best resolution
- (7) Be adaptable and willing to learn continuously.

### To be eligible, students must

- be between 15 and 30 years of age at the start of the employment;
- have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- Be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.