



Notice of Employment Opportunity

Summer Camp Coordinator

Recreation and Community Services Department

This position is seasonal, for the period of June – August. Reporting directly to the Recreation Coordinator, the Summer Camp Coordinator is responsible for providing direct leadership, supervision, and instruction to the Camp Leaders and participants. The Camp Coordinator plans, promotes, and implements age-appropriate activities (arts and crafts, games, day trips, etc.) to provide a safe, fun, and educational environment for all children participating in camp. *This position is funded by the 2021 Canada Summer Jobs program.*

Duties and Responsibilities:

- Coordinates the planning, implementation and delivery of group activities.
- Manages the camp budget, including making purchases and tracking expenses.
- Ensures a detailed lesson plan is completed for each day of the camp.
- Effectively supervises Camp Leaders and participants, ensuring a positive, safe environment for all.
- Coordinates the daily set-up, usage, and clean-up of equipment, supplies and facilities.
- Responds promptly to all inquiries and communicates effectively with all Camp Leaders, participants, management, and the public in a positive and professional manner.
- Promotes participation in recreation activities, games, sports, arts and crafts, and field trips.
- Responsible for following all safety protocols as part of the facility safety plan.
- Enforces facility rules and regulations consistently.
- Administers first aid where required.
- Maintains camp records (eg. Participant sign-in and sign-out forms, first aid reports, lesson plans).
- Mediates any conflicts that may arise between camp participants.
- Attends staff training sessions and courses as required.
- Completes additional tasks as assigned by the Recreation Coordinator.

Required Knowledge, Skills and Abilities:

- Ability to plan and coordinate age-appropriate activities for children.
- Effective communication skills.
- Proven track record of superior organization and multi-tasking abilities.
- Ability to serve as an enthusiastic and positive role model and mentor.
- Must be able to participate in potentially strenuous physical activity.
- Knowledge of the philosophy and objectives of community recreation.
- Knowledge and understanding of the policies and procedures of the Prince Rupert Recreation Complex.

Qualifications:

Required

1. Enrolment (or completion) of post-secondary studies in Kinesiology, Education, or similar
2. Current Standard First Aid certificate or equivalent (including CPR-C and AED)
3. 1+ year(s) of experience working with children and youth

Desirable

1. High Five
2. Belay Ticket

This position is created specifically for applicants to the 2021 Canada Summer Jobs program, and all applicants must meet eligibility guidelines as specified by Service Canada in order to be considered for the above position.

Please apply in confidence by **5:00 pm on Sunday, May 30th, 2021**, with a cover letter, résumé, and a minimum of three professional references to:

Human Resources – Recreation Department
1000 McBride Street
Prince Rupert, BC V8J 3H2
hrrec@princerupert.ca

We thank all applicants for their interest in this position, however, only those selected for an interview will be contacted.