

Position:	Summer Camp Assistant	FILE:	Date of Posting:
Department:	Recreation & Community Services		March 26, 2026
Job Type:	Seasonal Summer		Closing Date: May 15, 2026
Salary Range:	\$ 22.00 per hour		Employment Type: Exempt

The City values the diversity of the people it serves and in those it hires, and encourages applicants from all backgrounds. We are committed to fostering a workplace where individual differences are recognized, appreciated, respected, and responded to in ways that fully develop and utilize each person's talents and strengths. The City is committed to reconciliation and inclusion practices that support our programs and services.

As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact Antonio Vera, Senior Human Resources Manager at (250)627-2898 or via email at HR@princerupert.ca.

The City of Prince Rupert provides services to over 12,000 residents and hundreds of businesses and industries. Nestled against the stunning backdrop of the Pacific Northwest, Prince Rupert, BC, offers a unique blend of natural beauty, rich cultural heritage, and a welcoming community spirit. As you embark on your professional journey in this coastal gem, you'll find a workplace environment that mirrors the city's picturesque landscapes – dynamic, invigorating, and full of potential.

Let your skills and talent grow alongside us as we reshape our city's future!

The City of Prince Rupert is looking for a dynamic and dedicated individual to join our operations team as a Summer Camp Leader.

The Recreation and Community Services department strategic priorities are:

- Develop – Capacity, leadership, partnership, programming and services.
- Influence & Inspire – Advance and promote health and physical literacy in our community.
- Govern – Develop plans, policies and procedures that supports physical literacy, sport, arts/culture and recreation.
- Build – Replace and renew indoor and outdoor recreation infrastructure.
- Champion – To be a catalyst for positive change through an equity lens.

- Respect – To exemplify a respectful and inclusive culture for all.

Join us today! Be a part of a recreation department that promotes healthy lifestyles and advances quality of life for our residents. We are looking for team members with a growth mindset, willing to take on new opportunities and brings ideas for future advancement.

This position is seasonal, for the period of end of June/July - August. Reporting directly to the Recreation Coordinator, the Summer Camp assistant will help plan, lead, and monitor age-appropriate group physical and social activities (arts and crafts, sports, games, day trips, etc.) to provide a safe, fun and educational environment for children participating in camp. This position also supervises and mentors summer camp leaders and will provide leadership to the team.

What you'll do

- Assists with the planning, implementation and delivery of group activities. .
- Assists with the development of a detailed lesson plan for each day of the camp.
- Effectively supports Camp Leaders and participants, ensuring a positive, safe environment for all.
- Organizes 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. As well as enforces facility rules and regulations consistently and administers first aid where required.
- Assists in maintaining camp records (e.g. 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 any additional tasks as assigned by the Recreation Coordinator.

Knowledge, Skills and Abilities

- Ability to plan and coordinate age-appropriate activities for children, adapting activities to different skill levels as required.
- Ability to provide adaptations, seek coordinator support and ask guardians on how best to support individuals with disabilities, neurodiverse and/or social behavioural needs
- Knowledge of physical literacy and the ability to create engaging activities and games that develop movement skills, confidence, and participation.
- Effective communication skills.
- 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.

What you're willing to achieve or already have

- Minimum Education: Currently enrolled and/or returning secondary school student (16 years old minimum)

- Standard First Aid, CPR-C, AED (willing to take)
- Experience participating in or leading sport, physical activity, art, cultural or musical Programming with at least 1-year minimum experience working or volunteering with children and youth
- Ability to work with minimal supervision in a team environment

Asset Qualification or Experience

- Grade 12 or GED
- Post-Secondary Education
- 2-5 years' experience working with children and youth
- National Lifeguard certification, Bronze Cross, Bronze Medallion
- National Coaching Certification Program (NCCP) – Fundamental Movement Skills (FMS)
 - More Info: <https://www.coach.ca/>
- Sport for Life - Getting Started with Physical Literacy (online training)
 - More Info: <https://sportforlife-sportpourelavie.ca/catalog.php>
- High 5 Training – Principals of Healthy Child Development
 - More Info: <https://www.bcrpa.bc.ca/courses/high-five/>
- Canucks Autism Network Training
 - More Info: <https://canucksautism.ca/>

Other information that you should know

- If you are not a local applicant, you must be prepared to relocate to Prince Rupert, BC before starting work.
- You must be legally entitled to work in Canada.
- You will be required to provide a current clear Police Information Check with vulnerable sector
- Even if you do not think you meet all of the criteria, we encourage all interested applicants to please apply
- This is an exempt position

Fitness Requirement:

- An acceptable level of fitness is required to complete the obligations of the job posting

What to send our way

- Your resume highlighting your experience, and skills
- A cover letter that explains your interest in working within our Recreation and Community Services Department.
- Copies of any certifications

Please submit your cover letter, CV or resume to:
Heidi DeWildt, Recreation Coordinator
RECREATION AND COMMUNITY SERVICES

Email: hrrec@princerupert.ca

Subject: Summer Camp Assistant

or mail all documents to:

Jim Ciccone Civic Centre

Attn: Brian Millis, Recreation and Community Services Manager
1000 McBride Street
Prince Rupert, BC, V8J 3H2

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