



Town of Antigonish Department of Community Development, Parks and Recreation  
Division:

**Camp Coordinator**

Antigonish Town Parks and Recreation is dedicated to providing sport, recreation and leisure activities for the citizens of Antigonish. The department concentrates on maximizing the Town's existing assets as well as building on its proud heritage and culture. To achieve their vision and with the available resources, the department will provide programs, services, facilities, plus advice and assistance to individuals, community groups and organizations.

Applications are being accepted for the position **Camp Coordinator**. Reporting to the Manager of Parks and Recreation, this person will assist in Spring/Summer Program planning, registration, and general duties pertaining to the delivery of Spring/Summer Recreation camps and programs.

Interested candidates submit your resume along with an accompanying cover letter by 12 noon, Friday May 20<sup>th</sup>, 2022, to: Tricia Cameron at [tcameron@townofantigonish.ca](mailto:tcameron@townofantigonish.ca)

We thank all candidates for their interest, however only those under consideration will be contacted.

# THE TOWN OF ANTIGONISH

<b>Position:</b>	Camp Coordinator
<b>Department:</b>	Community Development – Parks and Recreation Division
<b>Reports to:</b>	Manager of Parks and Recreation
<b>Status:</b>	Full-Time; Seasonal. June 13 <sup>th</sup> - August 19 <sup>th</sup> , 2022
<b>Location:</b>	Various Locations in Antigonish
<b>Salary:</b>	\$15.00/Hour

## **General Accountability**

Reporting to the Manager of Parks and Recreation, this person will assist in summer camp planning, registration, and general duties pertaining to the delivery of summer recreation camps and programs.

## **Working Conditions and Physical Environment**

The Camp Coordinator will be expected to work outside the Town Hall for the majority of July and August. The Coordinator will be providing summer camps in facilities outside of Town owned facilities. The Coordinator will also be expected to be the on-site camp coordinator.

## **Responsibilities**

- Provides direction to and supervises summer staff including assisting with hiring, monitoring, training and evaluation;
- Plans, coordinates and evaluates summer programs;
- Monitors day to day operations of summer programs;
- Creates social media for all summer programs;
- Enforces health and safety procedures;
- Distributes notices pertinent to the Summer Recreation Programs ie. Notices to parents;
- Order program supplies for the Summer Recreation Programs.

## **Qualifications**

- Enrollment in programming related to Children and Youth. For example, Bachelor of Education, Human Kinetics, or Recreation Degree.
- Must have experience in leading children/youth programs;

## **Additional Skills and Abilities**

- Must be highly organized;
- Must be able to work both in a team environment as well as independently;
- Must have knowledge in program development and lesson planning;
- Must have experience in leading children/youth programs;
- Must have excellent conflict resolution skills;

- Must have good communication skills;
- Must be proficient in computer skills (Word, Excel, Publisher).

**Special Requirements**

- Must provide a recent Criminal Record check with Vulnerable Sector Check
- Must have a valid First Aid/CPR certification;
- Valid driver's license (vehicle is an asset)