



Town of Antigonish Department of Community Development, Parks and Recreation Division is seeking a **Camp Coordinator**.

Applications are being accepted for the position **Camp Coordinator**. Reporting to the Summer Recreation Intern, 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 should submit a resume along with an accompanying cover letter by 12 noon, Friday March 17th, 2023, to: Tricia Cameron at Tricia.Cameron@townofantigonish.ca

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

THE TOWN OF ANTIGONISH

Position:	Camp Coordinator
Department:	Community Development – Parks and Recreation Division
Reports to:	Summer Recreation Intern
Status:	Full-Time Seasonal: June 12 th - August 25 th , 2023
Location:	Various Locations in Antigonish
Salary:	\$15.50/Hour

General Accountability

Reporting to the Summer Recreation Intern, 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 Camp Leaders including training and on-site supervision.
- Monitors day to day operations of summer programs.
- Schedules on-site staff for Camps and special events/trips.
- Enforces health and safety procedures.
- Distributes notices pertinent to the Summer Recreation Programs i.e. Notices to parents.
- Order program supplies for the summer recreation programs.

Qualifications

- Enrollment in post secondary 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)

Application

Interested candidates should submit a resume along with an accompanying cover letter by 12 noon, Friday March 17th, 2023, to: Tricia Cameron at Tricia.Cameron@townofantigonish.ca. Please include the title of the position you are applying to in the subject line of the email.

Applications submitted beyond the closing date and time, or incomplete applications, will not be accepted. We thank all applicants for their interest, however only candidates selected for interviews will be contacted.