

StFX Recreation Summer Camps Camp Coordinator Job Description

Position overview

Assist the Camp Director in the day-to-day organization and administration of the StFX Summer Camp Program. The Camp Coordinator will give direction to the StFX Summer Camp Leaders in keeping with the best interests of the program. You must be a good communicator, be friendly and outgoing, and possess excellent organizational skills. Past experience as an event manager is a strong asset.

Description of duties

- Assist in the organization and administration of Summer Camps
- Collect and organize registration entry forms for the Summer Camp program
- Schedule Camp Leaders and distribute schedules, keeping in mind that StFX Summer Camps want to maximize facility usage with the number of participants that sign up
- Assist in the training of staff (team bonding, safety, risk assessment, conflict resolution, etc.)
- Assist in the maintenance of records, incidents/accidents, participant surveys, etc.
- Compile a report of surveys received from StFX Summer Camp participant parents/guardians to be submitted to the Camp Director
- Check into or be in frequent contact with the Summer Camp Office daily to see if there are any immediate duties to be carried out
- Work weekly hours at the Summer Camp Office
- Carry out additional duties as requested by the Camp Director
- Submit a season end report to the Camp Director
- Attend weekly Summer Camp staff meetings

Knowledge, Skills, Ability

- Enthusiastic, organized and responsible
- Willingness to learn and teach others
- Willingness to work individually as well as in a large team environment
- Knowledgeable about summer camps an asset
- Computer software knowledge for excel, word, PowerPoint, and EZ Facility considered an asset
- Previous experience in StFX Summer Camp program (participant or other) an asset

Qualifications & Skills:

- Current Student
- Current CPR/First Aid Certification – asset, willing to receive within 1 month of hiring
- Previous experience with StFX Summer Camps considered an asset
- Experience working with children ages 6-12
- Criminal Record Check required
- Vulnerability Sector Check required
- Child Abuse Registry Check required
- Workplace Hazardous Materials Information System (WHMIS) required
- NCCP Safe Sport Training
- EPIC (Enhanced Police Information Check)

Pay rate: \$18.00/hour

Duration: Early June to late August

Resume and Cover Letter should be emailed to:

Joe DeCoste: jjdecost@stfx.ca

Applications will be accepted from Wednesday, April 9 to Wednesday, April 23, 2025.