

Orwell Corner Historic Village Children's Summer Camp Director

Dates of Employment: June 23 – August 29, 2025

Hours of Employment: 8:30-4:30 Monday to Friday

Hourly rate: Ranges from \$18.60/hour to \$19.35/hour

Qualifications:

- Post-secondary student
- Experience working with children and youth in a camp or recreational setting
- Strong leadership, organizational, and communication skills
- Ability to work independently and as part of a team
- First Aid and CPR certification

The Children's Summer Camp Coordinator will be responsible for the overall planning, implementation, and execution of the summer camp program. This includes overseeing and managing programs for children, ensuring quality, safety, and smooth operation, and supervising summer camp leaders.

Key Responsibilities:

Program Planning and Development:

- Develop and implement engaging and age-appropriate camp programs and activities
- Create and maintain a safe and stimulating environment for children
- Plan daily schedules and activities
- Ensure programs align with camp goals and objectives
- Determine space and material requirements for the program
- Coordinating and planning with other staff to ensure camp programming is cohesive with other Site programs

Staff Supervision and Training:

- Train and supervise summer camp leaders
- Mentor and support summer camp leaders
- Ensure summer camp leaders are following safety protocols and procedures

Camper Care and Safety:

- Prioritize the safety and well-being of campers
- Address camper needs and concerns
- Maintain accurate records of camper attendance, medical information, and incidents

Communication and Collaboration

- Serve as a point of contact for parents, campers, and staff
- Communicate effectively with parents, campers, and summer camp leaders, as well as other Site Staff
- Promote the summer camp and its activities to the community

Send applications to: kevindmaclean@gov.pe.ca

Deadline to apply: April 18, 2025, at 4:00 p.m.