

Summer Camp Coordinator – Youth Position

Prospect Road Community Centre – Hatchet Lake, Nova Scotia

The Prospect Road Community Centre (PRCC), operated by the Resource Opportunities Centre (ROC), is seeking a **Summer Camp Coordinator – Youth Position** to support the development, planning, and delivery of our 2025 Summer Camp Program.

Reporting to the PRCC Senior Manager and working closely under the supervision of the **Lead Summer Camp Coordinator**, the Youth Summer Camp Coordinator will assist with all aspects of summer camp operations to ensure a safe, engaging, and enriching experience for all participants.

Responsibilities:

- **Planning & Preparation:**
 - Support the Lead Coordinator in developing strategic program plans.
 - Assist in creating weekly and daily activity schedules that are age-appropriate, inclusive, and dynamic.
 - Help coordinate with PRCC staff to ensure spaces are booked, prepared, maintained, and cleaned as needed.
 - Assist in developing camp-specific policies, staff manuals, and emergency procedures.

- **Staff Support:**
 - Support the Lead Coordinator in the recruitment, interviewing, and hiring of summer camp staff (counsellors and support staff).
 - Assist with staff orientation, scheduling, mentorship, and professional development.
 - Model positive leadership and teamwork for all camp staff.

- **Program Delivery:**
 - Assist with overseeing daily camp operations to ensure activities run smoothly.
 - Maintain daily attendance records and enforce camper safety protocols.
 - Support field trips, special events, and off-site activities.

- **Administration & Communication:**
 - Support record-keeping of all Summer Camp daily attendance.
 - Assist with camp registrations and administrative record maintenance.
 - Help communicate with parents and guardians, including:
 - Addressing behavioral concerns as needed.
 - Sharing weekly updates about camp programs and available spaces.
 - Providing emergency or incident communication support.

- **Health, Safety, and Inclusion:**
 - Support the creation of a safe, inclusive, and accessible summer camp environment.
 - Help enforce health and safety policies and respond appropriately to incidents.

- **Other Duties:**
 - Perform additional duties as assigned by the Lead Coordinator or Senior Manager to support camp success.

Requirements:

- Experience leading or assisting with programs for children (ages 5–12) and youth in recreational or educational settings.
- Minimum of one season of camp, child, or youth program experience.
- Standard First Aid, CPR-C, High Five Principles of Healthy Child Development certification considered an asset, and WHMIS (or willingness to obtain prior to start date).
- Strong organizational, time management, and communication skills.
- Ability to work both independently and as part of a team.
- Clear Criminal Record Check with Vulnerable Sector and Child Abuse Registry Screening (required prior to start date).
- Access to reliable transportation (PRCC is not on a public transit route).
- Must be legally entitled to work in Canada.

Terms of Employment:

- **Position Type:** Full-Time, Seasonal (Contract)
- **Contract Dates:** May 15, 2025 – September 4, 2025 (some flexibility may be required)
- **Hours:**
 - May 15 – May 31: 12–15 hours weekly for summer camp preparations, logistics, and administration.
 - June 1 – September 4: 35–40 hours per week; Monday to Friday.
- **Wage:** \$17.00/hour plus 4% vacation pay
- **Work Location:** Prospect Road Community Centre, Hatchet Lake, NS

Application Instructions:

Please submit your **cover letter** and **resume** to:

admin@prospectcommunities.com

Subject Line: **Summer Camp Youth Coordinator Application**

Or deliver in person to:

2141 Prospect Road, Hatchet Lake, NS, B3T-1S1

Application Deadline: May 9, 2025 at 5:00 PM

Only those candidates selected for an interview will be contacted.