

JOB DESCRIPTION

POSITION: Camp Coordinator - Seasonal

EFFECTIVE DATE: December 12, 2025

DEPARTMENT: Recreation

REPORTS TO: Program Coordinator

DIRECT REPORTS: Camp Leaders (4), Camp Volunteers

JOB SUMMARY

Reporting to the Program Coordinator position and Assistant Recreation Manager, the University Neighbourhoods Association (UNA) Camp Coordinator is responsible for planning and overseeing all aspects of UNA camps including hiring, training of staff, scheduling, lesson plans, daily activities, purchasing of necessary supplies, administrative duties, customer service, and general camp operations.

OVERALL GOALS FOR THE POSITION

1. Fostering a welcoming and safe environment that is inclusive all campers.
2. Recruit, hire and train high-energy, high-quality camp staff and volunteers.
3. Provide exceptional customer service for campers and clear communication to guardians/caregivers.
4. Provide risk management expertise related to UNA facilities and fields, camp programs, and public settings.
5. Act as a liaison between the camps and other departments to facilitate the flow of information.
6. Provide financial reports and projections that support UNA's budget and program planning.

ROLES, RESPONSIBILITIES AND EXPECTATIONS

1. Recruit, interview, and hire quality camp leaders.
2. Design and implement pre-camp training sessions for all camp leaders and volunteers.
3. Design, deliver, and evaluate camp programs to ensure that they meet the needs and interests of the target populations and ensure their delivery in a safe and quality manner.
4. Supervise camp leaders and volunteers for the duration of employment, provide mentorship, provide feedback when necessary and address personnel concerns, as necessary.

5. Oversee summer camp budget, reassessing and adjusting according to enrollment numbers, monitoring revenue and expenses on an ongoing basis to ensure budget targets are met.
6. Organize materials needed for day-to-day activities and curriculum.
7. Communicate with parents/guardians about their child's needs and achievements.
8. Monitor and provide a safe environment for all participants through the implementation of safety procedures, including a drop-off and pick-up system.
9. Maintain accurate records of attendance and sign-in/out documentation.
10. Ensure all camp policies and emergency procedures associated with the camp are followed.
11. Compile reports including inventories, staff evaluations, volunteer evaluations, and recommendations for the following season.
12. Plan and execute a day camp marketing strategy in conjunction with the Program Coordinator and Communications Manager.

SKILLS, QUALIFICATIONS AND EXPERIENCE REQUIRED

Education requirements:

- Have or currently working toward a Diploma or Degree in Recreation & Leisure, Education, Business, or applicable field.

Experience requirements:

- Experience working in a summer camp setting.
- Ability to plan, organize, and carry-out daily, weekly and special camp programs
- Experience managing budgets.
- Minimum of 2 years of significant leadership experience, preferably in a day camp, childcare, or program leading environment.

Technical knowledge, skills & abilities requirements:

- Criminal Record and Vulnerable Sectors Check as per the UNA CRC policy.
- Standard First Aid, CPR and AED defibrillator training, required prior to start of employment.
- Must be proficient with technology, in particular MS Word, Excel and Xplor Recreation or applicable registration software.
- Able to communicate effectively with a diverse population, including English language learners, children, youth, adults, and seniors. A second language is considered a strong asset.
- Able to work independently and as part of a team.
- Ability to maintain confidentiality in all matters of a sensitive, political or controversial nature including appreciation of the sensitivity of political issues affecting the UNA.
- Capable of performing the physical demands of the position, including standing, walking bending, kneeling on a regular basis.
- Completion of High Five Principles of Healthy Child Development Training is an asset.

- Hands-on experience working with children with disabilities is an asset.
- Food Safe certification is an asset.

Soft skill requirements:

- Discretion – Understand and demonstrate ethical behaviour and business practices.
- Build Relationships – Establish and maintain effective working relationships internally and externally to achieve the goals of the UNA.
- Creativity/Innovation – Develop new and unique ways to improve operations of the UNA Camps and to create new opportunities.
- Focus on Community Needs – Anticipate, understand, and respond to the needs of internal and external members and residents to meet or exceed their expectations within the UNA parameters.
- Plan – Determine strategies related to the role's accountabilities to move UNA forward, sets goals, creates and implements actions plans, and evaluates the process and results.
- Lead – Positively influence others to achieve results that are in the best interest of the UNA.
- Make Decisions – Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the UNA.
- Organize – Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- Solve Problems – Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.
- Communicate Effectively – Demonstrate excellent verbal and written communication skills.
- Foster Teamwork – Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance effectiveness.
- Adaptability – Demonstrate flexibility, versatility and tolerance in a changing work environment while maintaining effectiveness and efficiency.