

Camp Coordinator (Full-time, temporary)

The University Neighbourhoods Association (UNA) is a not-for-profit organization that provides municipal-like services to approximately 17,500 residents who live in the University of British Columbia's Point Grey campus. The UNA offers recreational services such as sports, arts, fitness, music, educational and social programs and events for all age groups at the Old Barn and Wesbrook Community Centres.

We are looking for a creative, enthusiastic, high-energy candidate who has experience working in a day camp setting with children ages 5 – 11 to coordinate and deliver our UNA Summer Adventures Day camps. Working under the direction of a supervisor, the Camp Coordinator provides direct leadership, training, instruction, and supervision to camp staff. We offer fun, safe and inclusive camps and are committed to ensuring that every child in our programs has a positive camp experience. UNA Adventure Camps are offered in a variety of facilities, including the Wesbrook Community Centre, Old Barn Community Centre, Pacific Spirit Park, and additional green spaces throughout Point Grey Campus.

About the role:

- Able to lead in the hiring and training of camp staff.
- Able to provide exceptional customer service experiences for campers and clear communication to guardians/caregivers.
- Working knowledge of risk management associated to facilities and fields, camp programs, and public settings.
- Able to demonstrate, lead and train summer camp leaders and volunteers.
- Act as a liaison between the camps and other departments to facilitate the flow of information.
- Provide reports and projections that support UNA's budget and program planning.

Qualification:

- Has or currently working towards a Diploma or Degree in Recreation & Leisure, Education, Business, or applicable field.
- Experience working at summer camps required.
- Minimum of 2 years of significant leadership experience, preferably in a day camp, childcare, or program leading environment.
- Experience in the recruitment and management of a professional junior team.
- Ability to plan, organize, and carry-out daily, weekly, and special programs.
- Experience with managing budgets.
- Standard First Aid, CPR and AED defibrillator training, required to be obtained prior to start of employment.
- A successful completion of a Criminal Record Check with Vulnerable Sector Clearance is required.

Rate of Pay: \$25.00 - \$28.00 per hour depending on experience, plus 4% in lieu of vacation

Hours of work:

- Part time hours (total 300 hours) from February 2, 2026 – May 1, 2026
- Full time hours (37.5-hour weeks Mon – Fri) from May 4, 2026 – September 4, 2026

Application Deadline: January 16, 2026, or upon successful hire of candidate

University Neighbourhoods Association

202-5923 Berton Avenue

Vancouver, BC, V6S 0B3

Applicants can apply by email with their resume and cover letter to programs@myuna.ca

For more information on the UNA, and to view the detailed job description visit myuna.ca/careers. We appreciate all applications; however, only short-listed candidates will be contacted for an interview.