



MSVU Day Camp Coordinator

MSVU Athletics and Recreation is hiring full-time Day Camp Coordinator for Summer 2023.

GENERAL DESCRIPTION:

The Day Camp Coordinator is responsible to plan, organize and implement daily camp plans for a group of 80+ children ages 5-11 years, supervise day camp leaders and campers while ensuring the maintenance of a safe camp environment. This position will report daily to the Recreation Coordinator. A commitment to exceptional customer service and positive customer experience is key to success in this role, as there will also be interaction with parents and guardians on a daily basis. Knowledge of a wide range of recreation activities will also be required.

Term: June 19 - September 1, 2023, Monday - Friday

Salary: *Based on applicant's experience.*

RESPONSIBILITIES:

- Development and implementation of camp programming plans.
- Provide a positive, energetic environment through individual enthusiasm.
- Assist in the hiring, supervision and evaluation of day camp leaders.
- Evaluate all planned activities to ensure they are safe, engaging, age appropriate and reflect the theme of each camp.
- Work closely with campers and develop positive relationship with them.
- Create and maintain a safe environment for the campers and staff.
- Provide first aid to campers as needed.
- Organize set-up and tear down of camp.
- Help maintain cleanliness of camp areas.
- Provide feedback to parents of campers.
- Implement disciplinary action as required.
- Adhere to the Policies and Procedures outlined in training.
- Other duties as required.

GENERAL REQUIREMENTS:

- Must be a current university student with experience working with children ages 5-11.
- Preference will be given to students in fields related to recreation and child education, i.e. Child and Youth Studies, Education.
- Must be able to accept supervision and guidance from the Recreation Coordinator.
- Must be able to work effectively in a team environment.
- Previous experience in a setting where children are the main focus.
- Previous planning and supervisory experience is an asset.
- Demonstrates excellent verbal, written and oral skills.
- Possess strong coordination and leadership skills.
- Must be able to complete a range of physical activities, such as lifting moderately heavy equipment, participate in camp activities, and other functions essential to the job, with or without reasonable accommodation.
- Must have or obtain a certification in Emergency First Aid and CPR Level C.*
- Must complete a current Criminal Records & Vulnerable Sector Check* and Child Abuse Registry Check.*

**Employment is subject to the result of these inquiries.*

Apply by sending a cover letter and resume to campusrec@msvu.ca.

Application Deadline: February 24, 2023 at 12:00 p.m. (AST)