

Job Title: Camp Coordinator

Depending on funding: June 24 – August 9, 2024. 35 hours per week. This might change depending on funding.*

Tasks and Responsibilities

The coordinator is responsible for overseeing our summer day camp for children/youth from JK to Grade 8.

- Co-ordinate staff members so they will work cohesively as a team. Encourage a great team environment.
- Ensure the camp is being run with excellence.
- Supervise the camp's day to day operation.
- Develop the staff members to become the best leaders that they can be. Provide encouragement and spiritual guidance. Lead the briefing and debriefing meetings.
- Responsible for the weekly introduction letters to campers and parents as well as producing the weekly recap newsletters.
- Support the staff by keeping track of budget and expenses.
- Ensure the safety of the campers and staff by following the guidelines required for our programs.

Qualifications

- Mature and responsible attitude; enjoy working with children and youth.
- Comfortable with mentoring and directing staff in executing their roles.
- Ability to plan and execute tasks with little supervision.
- Proficient technical skills with Microsoft Office.
- Effective communication skills.
- Excellent interpersonal skills and team spirit: ability to motivate and inspire others to achieve optimal results.
- Teachable, humble, and carries an attitude of selflessness and servanthood.
- Previous managing/coordinating experience is an asset, but not mandatory.
- Emergency first aid training: Current First Aid & CPR certification.

*Funding might be coming from Canada Summer Jobs (CSJ). If funding is provided from CSJ, the applicant must be between age 15 to 30 and legally entitled to work in Canada. Applicants do not need to be a student.

Application Deadline: April 28, 2024

How to Apply

- Quoting "Camp Coordinator" in the subject line, please send your resume to office@logosbaptist.org.

Note: You are required to obtain a Police Vulnerable Sector Check if employed