



Career Opportunity – Internal/External Posting

Day Camp Coordinator (8 to 12 Years Age Group) Community and Development Services

Position Summary:

Reporting to the Supervisor of Recreation and Fitness Programs, the Day Camp Coordinator is responsible for planning, implementing and supervising a safe recreational experience for children of various ages.

Key Responsibilities:

- Coordinate, implement and evaluate the summer day camp program for children ages 8 to 12 in a variety of activities, including sports and recreation programs, promoting healthy growth and development.
- Plan and implement a 40-hour pre-summer training session for Day Camp staff, focusing on discipline, first aid, program planning, and leadership.
- Price, budget, and make recommendations for the purchase of program supplies for summer programs and theme days, as they pertain to day camp.
- Design weekly and daily program lesson plans. The coordinator will be required to divide time between planning and hands-on program implementation.
- Supervise all day camp activities safely at the Nature Fresh Farms Recreation Centre and at off-site locations.
- Ensure safety while carrying out planned activities.
- Maintain program records, equipment, supplies and general upkeep.
- May also be involved in working with or giving direction to volunteers.
- Must comply with the Occupational Health and Safety Act, applicable regulations, and the Municipality's Health and Safety Program.
- Other duties as assigned.

Qualifications, Knowledge and Skills:

- Must have or be enrolled in a post-secondary degree/diploma in Education, Early Childhood Education, Human Kinetics or Recreation.
- Experience in delivering and/or working with children and youth, ages 4 to 12.
- Strong communication skills and a keen ability to understand and engage with children.
- Experience and creativity in planning recreation programs.
- Valid Standard First Aid and CPR Level 'C', AED required.
- Must obtain a satisfactory police clearance upon hire.

- Preference will be given to candidates with HIGH FIVE certification and experience working with children or education/courses in childhood development.
- Standard First Aid/CPR/AED Level “C” considered an asset.
- The ability to proficiently swim and skate is considered an asset.
- Must obtain a satisfactory police clearance upon hire.

Hours of Work and Working Conditions:

Up to 40 hours per week (Monday-Friday). Overtime may be required.

Employee Group:

Seasonal, Non-Union.

Wage Rate:

\$21.31 per hour (2025 Rates).

Closing Date:

Applications must be received by 11:59 PM, Sunday, February 9, 2025.

How to Apply:

Interested candidates must apply online through our website: leamington.ca/careers

We thank all applicants; however, only those selected for an interview will be contacted. Selected applicants will be subject to an interview process and skills testing to determine eligibility.

We are pleased to accommodate any individual needs under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation throughout the hiring process, please contact Human Resources at 519-326-5761 ext. 1112 to make your needs known in advance.

Personal information on this form is collected under the authority of the Municipal Act, 2001, R.S.O. c45 and will be used to determine eligibility for employment. Questions about the collection of this information can be directed to the Manager of Legislative Services/Clerk, Municipality of Leamington, 111 Erie Street North, Leamington, Ontario, N8H 2Z9, Telephone: 519-326-5761