

Summer Camp 2023 – Job Advertisement

Camp Coordinator

Location: Pickering Islamic Centre

Position Type: Full-Time (35 hours/week) x 10 weeks

Anticipated Start Date: June 12, 2023

Job Summary:

The Camp Coordinator will be leading the summer camp program under the PIC – Summer Camp Guidelines until its full duration. The individual will plan and design daily operations, plan out activities and events, support the camp staff and volunteers, and ensure a healthy and positive outcome. The coordinator will also collaborate with other departments / committees as required.

Tasks and Responsibilities:

- Oversee a 6-week camp program for children aged 5-12, admin staff, and camp counsellors.
- Will be the main point of contact for registrations and other camp inquiries.
- Delegating tasks and responsibilities to the camp team members.
- Responsible for daily camp operations and reporting to the camp director.
- Administrating camp policies, safety protocols, and procedures are being followed.
- Providing training and or counselling sessions are required to the camp staff.
- Holding daily end of the day meeting to gather feedback and planning for upcoming events.
- Assist with volunteer coordination.
- Perform other duties as required.

Qualifications:

- Must be a Canadian Citizen or a Permanent Resident and legally entitled to work in Canada.
- At least 3-Year experience in a leadership position in a similar job position.
- A Student or Recent Graduate from a Canadian Post Secondary School – Preferred
- A tech-savvy person who is familiar with the online tools (emails, chrome, online meeting, etc.)
- Fluency and effective communication skills, verbal and written.
- Strong organization and time management skills
- Holding a G2/G and access to personal vehicle will be an asset.

Pay:

- \$20.00/Hour, plus any applicable payroll deductions (Taxes, EI, CPP, Vacation Pay, etc.)
- Pay Cycle - monthly.

To Apply:

- Send your resume to summercamp@masjid.ca
- Deadline to Apply is Friday, May 26, 2023.

Acknowledgement: This job is partially funded by the Government of Canada under the Canada Summer Jobs Program