

Job Description: Summer Program Coordinator

Position Type: Temporary (Canada Summer Jobs – 3 Month Contract)

Organization: Camp Promise

Position Summary

The Summer Program Coordinator is a 3-month, grant-funded position that supports the planning and delivery of Camp Promise's summer day camp and contributes to programming during the late spring and early fall seasons.

This role provides valuable hands-on experience in **program coordination, youth leadership, and community engagement**, making it ideal for a student or young adult interested in education, recreation, social services, or ministry.

Key Responsibilities

Summer Camp Leadership & Execution

- Plan and lead engaging activities for 4 weeks of summer day camp.
 - Support the coordination of daily schedules, games, lessons, and special events.
 - Create a safe, inclusive, and positive environment for all campers.
 - Assist with setup, cleanup, and daily camp logistics.
-

Program Support (Pre/During Summer)

- Assist with preparation for summer camp (activity planning, supply organization, scheduling).
 - Support limited after-school or spring programming, where applicable.
 - Help evaluate programs and provide feedback for future improvements.
-

Team Collaboration

- Work alongside the Camp Director, interns, and volunteers to deliver programming.
 - Provide encouragement and support to junior leaders.
 - Participate in team meetings, training sessions, and daily debriefs.
-

Community & Participant Engagement

- Build positive relationships with children, youth, and families.
 - Represent Camp Promise in a professional and welcoming manner.
 - Assist with communication and participant engagement during programs.
-

Administrative & Operational Support

- Assist with attendance tracking, registration, and basic administrative tasks.
 - Help manage program materials and supplies.
 - Follow all safety policies and procedures.
-

Skills & Qualifications

- Must meet eligibility requirements for the **Canada Summer Jobs program**.
 - Experience working with children or youth is an asset.
 - Strong communication and teamwork skills.
 - Organized, reliable, and adaptable.
 - Enthusiastic, positive, and willing to learn.
 - Alignment with Camp Promise's mission and values.
-

Position Details

- **Duration:** 3 months (approx. May–August)
 - **Hours:** Full-time (30 hours per week)
 - **Wage:** \$23/Hour
 - **Location:** Barrie, ON
-

Learning Outcomes

Through this role, the successful candidate will gain:

- Experience in program planning and delivery
 - Leadership and teamwork skills
 - Communication and community engagement experience
 - Exposure to nonprofit and camp ministry operations
-

Supervision

- Reports to the Camp Director
 - Works closely with staff, interns, and volunteers
-

Eligibility (Canada Summer Jobs)

Applicants must:

- Be between 15 and 30 years of age at the start of employment
- Be a Canadian citizen, permanent resident, or person with refugee protection
- Be legally entitled to work in Canada

Email your resume and cover letter to info@camppromisebarrie.com

Position Summary

The Summer Program Coordinator is a full-time, 3-month position funded through the Canada Summer Jobs program. This role supports the planning, coordination, and delivery of Camp Promise's summer day camp and contributes to program preparation and wrap-up activities before and after the summer season.

The successful candidate will gain meaningful experience in youth programming, leadership, and nonprofit operations, while helping create a safe, engaging, and Christ-centered environment for children and families.

Key Responsibilities

1. Summer Camp Programming & Delivery

- Plan and lead engaging activities for 4 weeks of summer day camp.
- Assist in developing weekly schedules, games, and program materials.
- Support daily camp operations, including setup, transitions, and cleanup.
- Ensure a safe, inclusive, and positive experience for all participants.

2. Program Preparation & Support

- Assist with pre-camp planning, including organizing supplies and preparing activities.
- Support limited programming before and after summer (e.g., after-school or special events, if applicable).
- Contribute to program evaluation and provide feedback for improvement.

3. Team Collaboration & Leadership

- Work closely with the Camp Director, interns, and volunteers.
- Provide encouragement and guidance to junior leaders during programs.
- Participate in team meetings, training, and daily debriefs.
- Model positive, respectful, and Christ-centered relationships.

4. Participant & Community Engagement

- Build strong, welcoming relationships with children, youth, and families.
- Communicate clearly and professionally with participants and caregivers.
- Represent Camp Promise in a positive and engaging manner within the community.

5. Administration & Operations

- Assist with attendance tracking, registration, and basic administrative duties.

- Help manage program supplies and materials.
- Follow all organizational policies, including safety and child protection procedures.

Qualifications

- Eligible for the Canada Summer Jobs program (see below).
- Experience working with children or youth (camp, church, or community setting preferred).
- Strong organizational and time-management skills.
- Effective communication and teamwork abilities.
- Energetic, reliable, and adaptable in a dynamic environment.
- Alignment with the mission and values of Camp Promise.

Learning Outcomes

This position is designed to provide valuable work experience and skill development. The successful candidate will gain:

- Hands-on experience in program planning and facilitation
- Leadership and teamwork skills
- Communication and community engagement experience
- Exposure to nonprofit and camp ministry operations

Supervision & Working Relationships

- Reports directly to the Camp Director
- Works collaboratively with staff, interns, and volunteers
- May interact with families, community partners, and donors