



Camp Coordinator

Tasks and Responsibilities

The Summer Camp Coordinator is a temporary, summer position, designated for a young person aged 18-30 looking to develop their professional experience. This position reports to our senior administrative staff and camp directors and is a significant part of the day-to-day operations of our summer camp programs. The Summer Camp Coordinator divides their time between hands-on interaction with our campers (Grade 1 to Grade 9) and the behind-the-scenes of arts administration and office work that goes into making these programs a success.

Responsibilities

- Working with Youth Singers' administrative team to manage registrations, communications, handouts, and other administrative tasks related to camps
- Working with the summer camp directors and artistic team to manage check-in/out procedures, on-site activities during non-instructional times, and pre- and post-camp childcare
- Communicating with campers and their families before, during, and after camp – preparing them for the week, communicating with parents as needed while camp is in session, and following up after campers are finished.
- Supervising campers and leading activities during specific times of the day and week, as required by our camp directors
- Working with the camp directors to support the presentations at the end of each week including preparing programs, assisting with stage management, planning and hosting a light reception, greeting parents, and distributing materials
- Assisting the Youth Singers administrative team with other tasks as assigned as we prepare for our year-round programs to begin in September
- Complementary Camp Activity: In collaboration with the Youth Singers Staff, develop six hours of complementary programming per camp. This may include ensemble-building games, crafts, construction of props and other games and activities.
- This is an 8-week position from July 6 to August 30, based on 40 hours/week. Total contract is 320 hours at \$17/hr.

Skills & Qualifications:

- Between the ages of 18 and 30 on the first day of work.
- Organized, creative, friendly, and an excellent communicator, both in written and verbal applications.
- Self-directed and professional
- Experience working with and supervising children (i.e. as a babysitter, camp counsellor, or in another similar role) is an asset.
- Proficiency in Canva, Google suite and Office suite is an asset.
- Able to lift 30 pounds