

# SUMMER MANAGER

The Lake Echo Community Centre day summer camp is for children ages 5-12 in the community (approximately 35 children weekly) & operates weekdays from 7:30 am to 5:30 pm.

While bringing new ideas to the table, the Camp Manager will fine-tune an established camp plan, ensuring that activities are age-appropriate, safe, engaging, creative, & diverse. They will also develop & implement a clear communication plan for camp participants, their parents/guardians, & camp staff regarding day plans, theme days, & camp expectations.

**Contract length: 10 weeks (35 hours/ week)**

**Expected Start Date: June 16th, 2025**

**Rate of pay: \$17.50/ Hour**

## **Job Description:**

The Camp Manager is responsible for planning, promoting, & helping to implement a 7-week day camp for children ages 5-12 at the Lake Echo Community Centre.

Part of the Camp Manager's role is supporting the Camp leaders and Child Specialist to ensure a quality program is being delivered. This will start by developing & facilitating an orientation/ training week for the other camp staff to motivate them & give them the skills needed to safely deliver an exciting camp experience for the kids in the community. The Camp Manager is responsible for daily staff briefings & scheduled staff meetings to create a cohesive team, develop strategies to mitigate any issues arising during camp & get continual feedback on program planning.

Respect for the children, their diversity, and their parents/ guardians will be paramount in ensuring an enthusiastic, positive, & caring summer camp is experienced by everyone involved. The manager will lead this by setting the example of professionalism, confidence, caring, inclusion, clear communication, & a desire to deliver a fantastic Summer Camp!

## **Responsibilities Include:**

- Program promotion/ social media
- Communication (weekly camp email to parents/ guardians/ answering questions)
- Mitigating issues as they arise (participant behaviour/ staff absences/ facility concerns)
- Scheduling
- Purchasing/maintaining supplies while staying within budget
- Tracking statistics/ gathering feedback
- Maintaining appropriate records as required including attendance and incident reports
- Program evaluation

## **Qualifications:**

- Leadership experience
- Strong planning skills and attention to detail
- Excellent verbal and written communication skills
- Standard First Aid preferred

**Apply with your resume to: [lakeechoec@gmail.com](mailto:lakeechoec@gmail.com)**

**Application deadline: April 28th, 2025**



**Lake  
Echo**

Community  
Recreation  
Society