

WE'RE HIRING!

Summer Manager

The Lake Echo Community Recreation Centre Summer Camp is for children aged 5–12. Camp staff are a dedicated group of responsible young adults carefully selected for their character, maturity, skills, and sincere interest in the growth and development of youth.

Working alongside the Facility Manager, the Camp Manager will prep, plan and oversee all summer camp operations and manage Camp Leaders accordingly. This position requires strong leadership and independence, teamwork, a caring nature, and a willingness to have fun.

Contract length: 10 weeks (35 hours/ week)

Expected start date: June 10th, 2024

Rate of pay: \$17.00/ Hour

Job Description:

The Camp Manager is responsible for planning, promoting, and helping to implement a 7-week day camp for children ages 5-12 (approximately 20-30 children daily) while supporting a staff of 7 Camp Leaders at the Lake Echo Community Centre.

Responsibilities:

- Planning & delivering an orientation/ training week for Camp Leaders
- Summer Camp planning/ evaluation
- Managing program safety for participants and staff
- Supporting Summer Camp staff & participants
- Program promotion
- Scheduling/ facilitating weekly staff meetings and daily briefings
- Managing program budgets
- Communicating camp plans to participant's families and camp staff

Qualifications:

- Leadership experience
- Strong planning skills and attention to detail
- Excellent verbal and written communication skills
- Standard First Aid (preferred, training will be offered if not certified)

Send your resume to: lakeechocec@gmail.com

Application deadline: April 22nd, 2024



Lake Echo
Community
Recreation
Society