



**Lake  
Echo**  
Community  
Recreation  
Society

# Youth Volunteer Coordinator

The Lake Echo Community Centre summer camp is for children ages 5-12 in the community (approximately 40 kids weekly) & operates weekdays from 7:30 am to 5:30 pm.

The Lake Echo Community Centre values giving youth opportunities to build their leadership skills and offers a Youth Volunteer program for youth aged 13-15 in the community. The Youth Volunteer Coordinator is responsible for providing hands-on leadership to youth volunteers at the Lake Echo Community Centre's summer camps.

## **Job Description:**

Having a Youth Volunteer Coordinator will enable us to better support the youth volunteers in growing their confidence, leadership abilities and employable skills while contributing to participants having an incredible summer camp experience. Mentoring and supporting youth volunteers is integral to them feeling connected and valued in the program and the Youth Volunteer Coordinator will be responsible for providing them with an orientation, assigning tasks, and assisting them in any challenges. The Youth Volunteer Coordinator will also provide supervision, direction and ongoing coaching to youth volunteers – ensuring safety standards and established procedures are being followed. They will also mitigate any conflict between volunteers (or staff and volunteers), provide feedback to the Youth Volunteers, and create an atmosphere for a meaningful volunteering experience.

## **Responsibilities:**

- Providing ongoing leadership, support and feedback to youth volunteers
- Creating a cohesive Youth Volunteer Team
- Modeling positive behaviors such as participation, sportsmanship, manners, responsibility, and respectfulness to Youth Volunteers and camp participants
- Camper supervision
- Assisting with child drop-off/ safe return back to parents/guardians
- Assisting in program planning and facilitation
- Ensuring participant safety during activities and at the lake (swimming time)



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## **Responsibilities (continued):**

- Communicating in an effective, professional and courteous manner with participants and their Parents/ Guardians
- Maintaining appropriate records as required including attendance and incident reports
- Participating in training, staff meetings, and program evaluation
- Adhering to LECRS and HRM confidentiality policies at all times
- Light cleaning

## **Qualifications:**

- Strong leadership skills
- Ability to relate and effectively communicate with youth
- Responsible, caring and enthusiastic
- Ability to work as part of a team
- Standard First Aid

**Contract length: 8 weeks (35 hours/ week)**

**Expected Start Date: June 29th, 2026**

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

**We are committed to being an equal opportunity employer supporting an inclusive, barrier-free recruitment and selection process. We encourage African Nova Scotians, Indigenous Peoples, members of racialized communities, persons with disabilities, and members of the 2SLGBTQI+ community to self-identify when applying.**

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

**Application deadline: [April 19th, 2026](#)**