

WE'RE HIRING!

Special Events Coordinator

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.

Contract length: 8 weeks (35 hours/ week)

Expected Start Date: June 30th, 2025

Rate of pay: \$16.20/ Hour

Job Description:

The Special Events Coordinator is responsible for planning and implementing special events and activities for participants of the Lake Echo Community Centre's 7 weeks of summer camps. This will include planning and facilitating theme days and organizing guest speakers and presentations. Strong communication skills, creativity, and being highly organized are crucial to this position. The Special Events Coordinator will use their understanding of child development and age-appropriate activities in their event planning and ensure varied activities for campers. Working with the Child Specialist, they will work to ensure all participants' needs are being met, and that campers needing extra support during activities outside of the normal camp routines are included and supported. They will also ensure that all event safety concerns have been addressed prior to implementation.

Responsibilities:

- Planning Theme Days/ presentations & encouraging participant & staff participation
- Working within a budget
- Promotion & social media
- Assisting with child drop-off/ safe return back to parents & guardians/ Camper supervision
- Facilitating/ supervising camp activities indoors, outdoors, and at the beach
- Modeling positive behaviors such as sportsmanship, manners, responsibility, and respectfulness to camp participants
- Communicating in an effective, professional, and courteous manner with participants, their Parents/ Guardians, and staff
- Participating in training, staff meetings, and program evaluation

Qualifications:

- Strong leadership skills
- Ability to work as part of a team
- Responsible, caring and enthusiastic
- Excellent communication
- Standard First Aid (preferred, training will be offered if not certified)

Send your resume to: lakeechorec@gmail.com

Application deadline: April 28th, 2025



Lake Echo
Community
Recreation
Society