



**Lake
Echo**
Community
Recreation
Society

Special Events 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 Special Events Coordinator is responsible for planning & implementing special events & activities for participants of the Lake Echo Community Centre's 7 weeks of summer camps.

Job Description:

The Special Events Coordinator will use their understanding of child development to plan and implement age-appropriate theme days and events for the summer day camp. They will ensure that all events safety concerns have been addressed prior to implementation and will work with the Child Specialist to ensure that campers needing extra support during activities outside of the normal camp routines are included.

Strong communication skills, creativity, and being highly organized are crucial to this position. This includes communicating the event plans to Camp Leaders, delegating responsibilities, mitigating any problems as they arise, and creating an enthusiastic environment for campers. Documenting each event, gathering feedback from staff, campers and their families and including recommendations for future planning will also be a responsibility of the Special Events Coordinator.

Responsibilities:

- Planning Theme Days/ presentations & encouraging participant & staff participation
- Ensuring participant and staff safety
- Communicating with camp staff & parents/ guardians
- Working within a budget
- 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



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Responsibilities (continued):

- Maintaining appropriate records/ completing incident reports
- Adhering to LECRS and HRM confidentiality policies at all times
- Participating in training, staff meetings, and program evaluation
- Light cleaning

Qualifications:

- Programming experience
- Strong leadership skills
- Ability to work as part of a team
- Excellent verbal and written communication
- Responsible, caring and enthusiastic
- 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

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