



**Lake
Echo**
Community
Recreation
Society

Summer Manager

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.

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.

Job Description:

The Camp Manager will be responsible for planning, promoting, and implementing 7-weeks of summer day camp at the Lake Echo Community Centre for children ages 5-12 in the community. The Camp Manager will do the planning for the camp, ensuring that activities are age-appropriate, safe, engaging, creative, and diverse. They will also develop and implement a clear communication plan for camp participants, their parents/guardians, and camp staff regarding day plans, theme days, and camp expectations.

Part of the camp manager's role is supporting the Camp leaders to ensure a quality program is being delivered. This will start by developing and facilitating an orientation/training week for the other camp staff to motivate them and 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 and scheduled staff meetings to create a cohesive team, develop strategies to mitigate any issues arising during camp and get continual feedback from staff on program planning.

Respect for the children, their diversity, their parents/ guardians, and camp staff is extremely important to ensuring a positive, and caring summer camp is experienced by everyone involved. The manager will lead this by setting the example for professionalism, compassion, and inclusion.



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Responsibilities Include:

- Program planning
- Participant registration
- Program promotion/ social media
- Communication (weekly camp email to parents/ guardians/ answering questions)
- Managing risks and ensuring participant and staff safety
- Mitigating issues as they arise (participant behaviour/ staff absences/ facility concerns)
- Scheduling
- Purchasing/maintaining supplies while staying within budget
- Maintaining appropriate records as required including attendance and incident reports
- Program evaluations
- Assisting with child drop-off/ safe return back to parents/ guardians,
- Adhering to LECRS and HRM confidentiality policies at all times
- Light cleaning as needed

Qualifications:

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

Contract length: 10 weeks (35 hours/ week)

Expected Start Date: June 15th, 2026

Rate of pay: \$18.25/ 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](#)