







Summer Day Camp Coordinator

 Recreation |
  \$ 20.00-21.00 per hour |
  Hourly |
  Part-time Temporary
 |  CUPE |
  Additional 15% in lieu of benefits, vacation and statutory holidays

Penticton is a vibrant, innovative, healthy waterfront city focused on sustainability, community, and economic opportunity. At the City of Penticton, our goal is to serve our residents, businesses, and visitors through good governance, partnership, and the delivery of effective and community-focused services.

The City of Penticton Recreation Department is currently seeking a responsible, organized, enthusiastic and experienced leader for the position of **Summer Day Camp Coordinator** to oversee another successful year of Summer Day Camps.

The Summer Day Camp Coordinator is responsible for managing the day to day operations of the Summer Day Camp program including but not limited to staff training, scheduling and supervision, and budget management.

Key Responsibilities:

Program Planning

- Establish program goals and objectives.
- Program prep and coordination with safety as a priority.
- Manage budget: purchase supplies/bookkeeping.
- Evaluate program and Day Camp events.

Staff Supervision - Orientation and Training

- Plan staff/volunteer training, team building and orientation sessions.
- Coordinate, plan and implement themed Day Camp programs.
- Maintain Day Camp leader hours and scheduling.
- Day-to-day supervision, team building and leadership.

Implementation

- Provide a safe and engaging environment for children 5 to 12 years.
- Liaise and communicate with the Recreation Program Coordinator, Penticton Recreation Centre Staff, parents and community partners.

Required Qualifications:

- Experience working with children and youth in group settings.
- Demonstrated administrative skills in program planning, evaluation and reporting.
- Effective leadership skills.
- Clear Criminal Record Check.
- Valid First Aid and CPR-C Certificate.

Assets to Employment:

- Experience supervising and providing leadership to staff and/or volunteers.
- High Five Certification.
- Valid NLS Certification.

At the City of Penticton, we recognize that great talent and great ideas come from a variety of backgrounds. Tapping into the diversity of our community makes us all stronger and allows us to serve Penticton even better.

That's why we welcome all applicants to consider joining our team. We encourage Indigenous persons, people of colour, all genders and expressions, 2SLGBT2QIA+, persons living with disabilities, and others who reflect our ever-changing workplace to apply.

So, if your experience is close to what we're looking for, we would love a chance to talk about working with you. We welcome your cover letter and resume by **April 12, 2024**.

Schedule: May 06 - Sept 02, 2023 (Approximately) 35-40 hours per week
Wage: \$20.00 - \$21.00 per hour
Benefits: Additional 15% in lieu of benefits and vacation

[Vacancies \(/jobs/\)](#)

[Login \(/account/login.php?listing_id=23534&i=0\)](#)
[Apply Now](#)

** Fields Are Required*

What is your full name?

First Name*

Last Name*

How can we contact you?

Email*

Phone Number*

Cell

I agree to [PrevueAPS.ca's](#)

[Privacy Policy](#)

(<https://admin.prevueaps.ca/applicant-privacy-policy/>) and [Terms of Service](#)

(<https://admin.prevueaps.ca/terms-of-service/>).

[Terms of Service](#)

(<https://admin.prevueaps.ca/terms-of-service/>).

Apply for this Position

Sign Up For Job Alerts!

Name

Email

Penticton, BC CA

I agree to the [terms of service](#)

(<https://refer.io/blog/terms>) and

[privacy policy](#).

(<https://refer.io/blog/privacy>).

Send Me Jobs

powered by [Refer.io \(https://refer.io/blog\)](https://refer.io/blog)

Share This Job

[https://www.facebook.com/sharer/sharer.php?](https://www.facebook.com/sharer/sharer.php?u=https%3A%2F%2Fpenticton.prevueaps.ca%2Fjobs%2F23534&t=&src=sp)

<https://www.facebook.com/sharer/sharer.php?u=https%3A%2F%2Fpenticton.prevueaps.ca%2Fjobs%2F23534&t=&src=sp>

<https://www.linkedin.com/sharing/share-offsite/?mini=true&url=https%3A%2F%2Fpenticton.prevueaps.ca%2Fjobs%2F23534&t=&src=sp>

<https://www.linkedin.com/sharing/share-offsite/?mini=true&url=https%3A%2F%2Fpenticton.prevueaps.ca%2Fjobs%2F23534&t=&src=sp>