

# Employment Opportunity

## Camp Coordinator Temporary Full-Time

The Town of Morinville is a growing community on the doorstep of Metro Edmonton. Developed on a foundation of rich heritage and culture spanning 100+ years, it offers an excellent quality of life with convenient access to all nearby big city amenities while retaining the characteristics of a vibrant and flourishing centre for the surrounding rural community.

The Town of Morinville is seeking a temporary full-time Camp Coordinator to assist in the development and delivery of various Family & Community Support Service (FCSS) programs offered throughout the community. These programs impact youth (ages between 6 to 12) as well as Leaders in Training (ages between 13 to 17) within our community. **The term of this position will be from May 12, 2025, through August 29, 2025, based upon operational requirements.**

### Key Responsibilities:

- Plan and implement summer day camps for children aged 6-12.
- Maintain accurate program budgets and reports.
- Assist in the recruitment and training process of volunteers for the Leaders in Training summer program.
- Create youth programs with a focus on social service outcomes, providing opportunities for participants to address and work on issues that are relevant to them.
- Implement programs in accordance with the Family and Community Support Service Association of Alberta guidelines and policies.
- Attend staff meetings and prepare weekly and end of term reports.
- Ensure all activities are carried out in a safe environment and adhere to Health and Safety Standards.
- Provide supervision and mentorship to the Leaders in Training.
- Promote programs effectively to engage the community and attract participants.
- Conduct program evaluations and surveys.
- Other related duties as required.

### Requirements:

- High School Diploma is required.
- Preference will be given to candidates with partial or completed post-secondary education in Human Services, Education, or a related field.
- Prior experience in programming coordination is required.
- Valid First Aid and CPR/AED Certificate is required.
- Exceptional communication, interpersonal, organizational, and leadership/supervisory skills.
- Previous experience working with children in a program setting an asset.
- High Five training is an asset.
- The successful candidate will be required to provide a Vulnerable Sector Criminal Record Check.

**This position is partially funded by the Canada Summer Jobs grant program and requires applicants to meet the following eligibility:**

- applicants must be between 15-30 years of age, and either a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred (foreign students are ineligible) and be legally entitled to work in Canada.

**Compensation/Hours of Work:** \$21.00—\$24.00 per hour. Hours of work are based on a 35-hour work week.

**Application Deadline: Monday, February 10, 2025, by 12 PM (noon)**

**To apply to this position please visit**  
[www.morinville.ca/careers](http://www.morinville.ca/careers)

*We thank all applicants for their interest; however, only those under consideration will be contacted.*

*The Town of Morinville values and supports diversity and inclusion in the workplace and encourages all qualified individuals to apply. Accessibility accommodations are available on request for candidates taking part in all aspects of the selection process.*