Summer Day Camp Coordinator

Job No: **26028** Location: **Penticton**

Role Overview Application Form

About the City of Penticton

Penticton is a vibrant, innovative waterfront city known for its commitment to sustainability, community well-being, and economic opportunity. With a strong focus on good governance, collaboration, and service excellence, the City is dedicated to enhancing the quality of life for residents, businesses, and visitors alike. As one of the most active development regions in British Columbia, Penticton features a diverse mix of large-scale and complex construction projects.

Penticton has been recognized as one of Canada's most livable cities, according to latest rankings by The Globe and Mail, ranked as the eighth most livable medium-sized city in Canada. Nationally, Penticton earned high marks for access to amenities (11th in Canada), #11 for midlife transitions and #11 for retirement, as well as #13 for young professionals. Penticton also placed within the top 20 in the categories of raising kids (#19), contributing to an overall ranking of 35th across Canada. Rooted in agriculture and surrounded by natural beauty, Penticton is known for its orchards, wineries, and craft breweries—making it one of Canada's top wine destinations. More than 100 years since its incorporation, Penticton continues to grow as a place to live, work, and play.

For more information, please visit our website at penticton.ca/ (https://www.penticton.ca/)

For more information about life in Penticton, please visit visitpenticton.com/ (https://www.visitpenticton.com/)

About the Opportunity

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

Terms of Employment:

- May 11 – Sept 4, 2026 (Approximately)
- 40 hours per week

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

Qualifications:

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

Preferred Qualifications:

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

About the Benefits

Compensation based on skills and experience is an **hourly rate of $21.00 (CUPE)**, along with a host of excellent benefits including:

- 15.5% in lieu of benefits, vacation, and statutory holidays
- Free on-site parking
- Fleet vehicles provided for inspections and site visits
- Draws for tickets to local concerts, hockey games, and employee appreciation events
- Wellness initiatives and team-building activities
- A picturesque waterfront location with access to world-class outdoor recreation and a progressive, community-oriented work culture

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. If you require any accommodations during the recruitment process, please let us know, we'd be happy to support you!

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 19, 2026.**

We thank all applicants for their interest, however, only those selected for further consideration will be contacted.

This position is only open to those legally entitled to work in Canada.

APPLY NOW

Life in Penticton

Nestled between two lakes, Penticton enjoys long, hot summers, dry winters and more than 2,000 hours of sunshine each year. We’re located in the southern Okanagan Valley of British Columbia, which is easily accessed by major highways and airports.

We're known for our beaches, wine and orchards, not to mention a wide range of outdoor recreational activities. Hop on your bike to discover award-winning wineries and trails with stellar views. Shop at the bustling outdoor market, peruse art galleries or go skating at the modern Community Centre. Ski champagne powder slopes or take in a hockey game or concert at the South Okanagan Events Centre.

Penticton is located on the ancestral and unceded territory of the Syilx/Okanagan people. Its name, from the Interior Salish word snpintktn, is commonly translated as "a place to stay forever," or more accurately, “a place where people live year-round.” It’s the kind of place where people come to visit for the holidays – and never want to leave.

Global Television Ad - October 2018

© 2025 City of Penticton