

Municipality of *Bluewater*

HIRING SUMMER DAY CAMP COORDINATOR

Do you love working with kids, leading a team, and creating unforgettable summer experiences?

Join our Summer Recreation team as the **Day Camp Coordinator** and help deliver a safe, engaging, and high-quality Day Camp program for children ages 4–12 across Bluewater.

What You Will Do:

Under the direction of the Community Recreation Coordinator, you'll:

- Oversee planning and delivery of the Summer Day Camp program
- Recruit, train, supervise, and support Program Leaders
- Plan activities, special guests, and outings within budget
- Review and approve activity plans and ensure safe program delivery
- Manage online registration and monitor enrollment
- Ensure day camp participant safety, maintain records, and protect confidentiality
- Liaise with parents/guardians, County staff, and municipal teams
- Collect and approve staff timesheets
- Support program promotion, registration, and sponsorship efforts
- Review past reports and prepare the year-end report with recommendations
- Foster a positive and inclusive environment for participants and staff

Work Schedule:

- May 19 – September 4, 2026 (seasonal contract position)
- Daytime hours, Monday to Friday
- Travel between camp locations required; some outdoor work in various weather conditions.

What You Bring:

- Strong teamwork, leadership, organization, and communication skills
- Experience working with children and leading recreation programs; day camp experience an asset
- Certified in Standard First Aid & CPR
- Satisfactory Vulnerable Sector Background Check
- Valid Class G Driver's License and satisfactory Driver's Abstract
- High Five Principles of Healthy Child Development (PHCD), or willingness to obtain

Compensation:

- \$20.07-\$25.09 per hour

Work Location:

- Various municipal parks and recreation facilities across Bluewater

Apply By: Submit your resume by **12:00 p.m. on Friday, February 20, 2026**

Submit Your Resume To:

Becky Wilson, Facilities Administrative Assistant | Email: pwfassistant@municipalityofbluewater.ca

Visit <http://www.municipalityofbluewater.ca/municipal-office/careers/> to view the Job Description.

Additional Information:

- This is an external job posting
- No Canadian experience is required to apply
- No AI or automated systems are used in screening applicants

The Municipality of Bluewater is an equal opportunity employer and committed to inclusive hiring practices and providing accommodation throughout the recruitment process. Please let us know your needs in advance.

Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used exclusively to determine eligibility for employment with the Municipality of Bluewater. By submitting your information, you consent to its collection, use, and disclosure for purposes related to recruitment, hiring, and employment. This information will be used solely for job selection.

We thank all applicants for their interest. Only those selected for an interview will be contacted.

MUNICIPALITY OF BLUEWATER

POSITION DESCRIPTION: Day Camp Coordinator

DEPARTMENT: Facilities

REPORTS TO: Community Recreation Coordinator

POSITIONS SUPERVISED: Recreation Program Leaders

PAY STATUS: Hourly

Position Summary

The Day Camp Coordinator is responsible for the overall operation of the Municipality's Summer Day Camp Program. This includes staff selection, training and supervision, program development, liaising with the County of Huron Staff, relationship building with caregivers, implementing registration, program promotion and sponsorship program.

Major Responsibilities:

Participates in the recruitment and selection of Recreation Program Leader staff.

Develops and implements a training program for staff.

Evaluates Recreation Program Leaders informally on an ongoing basis and completes one formal evaluation per season.

Motivates Recreation Program Leaders in their work, through role modeling skills and appropriate behaviour.

Oversees and approves all recreation program plans and provides feedback and guidance to Recreation Program Leaders within budget.

Ensures safety of participants.

Plans, schedules, and implements special guests and local outings within budget.

Resource and purchases supplies and equipment for activities planned in program plans within budget.

Reviews previous year end reports and recommendations to continually improve the Municipality's program.

Solicits feedback from Recreation Program Leaders and participants.

Liaises with Recreation Coordinator on a regular basis.

Coordinates with arena and parks staff on facility usage requirements.

Liaises with County of Huron in approval process and subsidy program.

Collects and approves time sheets of Recreation Program Leaders.

Completes a year-end report to council and makes recommendations for the future.

Assists Recreation Program Leaders in day-to-day camp activities, special guests, local outings and daily signing in and out of program participants.

Interacts with parent/guardians reporting on successes and challenges as needed.

Intervenes and problem solves disputes between participants.

Creates registration through online booking system and continues to monitor registration throughout the summer.

Implements a sponsorship initiative to help offset costs.

Performs other duties as assigned.

More Details:

Responsible for solving disputes with participants and Recreation Program Leaders.

Revise procedures and policies relating to the safe operation of the program.

Maintain confidentiality of participant information on a regular basis (i.e., medical information).

Qualifications:

Enrolled in or completed a university or college program.

Previous experience working with children.

Strong interpersonal, communication, leadership, and public relations skills.

High Five Principles of Healthy Child Development (PHCD), or willingness to obtain prior to employment.

Certified First Aid CPR.

Valid Class G Drivers Licence.

Vulnerable Sector Background Check.

Previous experience Day Camp experience is an asset.

Working Conditions:

Frequent interruptions requiring flexibility and priority setting.

Frequent travel between camps is expected.

Mental strain in dealing with challenging participant behaviour and caregivers.

Some exposure to poor weather conditions.

Some light lifting required.

Moderate levels of physical activity while engaging with Campers.

Approvals:

Incumbent

Date

Manager

Date