



SUMMER CAMP COORDINATOR

Summer Student Position

**Bring your positive energy and be a part of
Nova Scotia's newest Regional Municipality**

something inspiring awaits

West Hants Regional Municipality is a diverse collection of rural & urban communities conveniently located in equal proximity to Halifax, the Valley, and Truro; yet its own cultural blend that brings quality family living, diversity, fun & festivities, and service centres together. If you are enthusiastic and driven and want to be part of a fun, energetic and welcoming team; we're INSPIRED and ask you to keep reading!

We strive to be an inclusive and diverse workforce that is representative, at all job levels, and of the citizens we serve. We welcome applications from Indigenous, Inuit and Metis People, African Nova Scotian's, and other racially visible people, persons with disabilities, members of the 2SLGBTQQIPAA community, and femme-identifying people. If you are a member of one of the equity groups, you are encouraged to self-identify, either in your cover letter or resume.

The Summer Camp Coordinator is the magic behind our summer camps! From bringing each week's theme to life with creative activities, to setting up our camp "home bases," to making sure every camper feels included and ready for adventure—you're a part of making summer unforgettable.

You'll lead and support our Summer Day Camp Leaders as they guide campers through daily fun, games, and hands-on experiences. And the best perk of all? **You get to unleash your inner kid—playing, laughing, and creating awesome memories right alongside our campers!**

If you are inspired with this work environment, you are encouraged to apply for our Summer Student **Summer Camp Coordinator** position.

What we're looking for:

- Minimum one (1) year of experience within a recreation setting
- Prior experience in program planning and implementation
- Previous experience supervising and leading staff and/or volunteers
- Experience organizing activities for children, and families with various abilities
- Excellent interpersonal and communication skills
- Strong work ethic, resourceful, and takes pride in providing a safe and inclusive space for community members



A copy of the job description can be found by clicking on the following link:

<https://www.westhants.ca/news/employment-committee-opportunities/>

Personal information collected through the recruitment process will be used solely to determine eligibility for employment and handled in accordance with the Freedom of Information and Protection of Privacy Act, Nova Scotia.

Qualified applicants are invited to submit their CV or resume with cover letter, merged into one PDF document with “**Summer Camp Coordinator**” in the email subject line no later than **March 22, 2026** to the attention of **Recreation Program Supervisor** at beinspiring@westhants.ca.



WEST HANTS REGIONAL MUNICIPALITY

JOB DESCRIPTION Summer Camp Coordinator

Position Title: Summer Camp Coordinator

Department/Division: Community Development

Reports To: Summer Manager

Wage: \$18.30 per hour – Pending budget approval

Tentative start date: May 4 – August 28, 2026.

Shift Details: 35 - 43hr/week. Shifts may include early mornings, evenings, weekends and special events.

Classification: Summer student position

Revision Date: January 2026

POSITION SUMMARY

Under the supervision of the Summer Manager, the Summer Camp Coordinator is responsible for planning and executing high quality summer camps. They will organize activities, set up camp locations, communicate with parents, and ensure a safe, fun and inclusive camp environment is achieved. To successfully do this, the Summer Camp Coordinator must have excellent leadership skills, use a trauma informed approach to conflict resolution, and strive to provide a wonderful experience for all campers.

JOB DUTIES AND RESPONSIBILITIES

- Plan, organize and implement high quality and inclusive programming for summer camps with a major focus on physical activity.
- Train, supervise and evaluate program staff and act as a liaison between the Recreation Program Supervisor and staff to ensure successful operation of programs.
- Assist Recreation Program Supervisor with motivation, supervision and evaluation of staff and volunteers throughout the summer.
- Work alongside and in collaboration with one other Summer Camp Coordinator to plan day camps according to standards.
- Work alongside and in collaboration with Summer Recreation Coordinators to plan events and opportunities in and outside of day camps.
- Lead, motivate and supervise a team of day camp staff to deliver successful day camps.

- Work with children and their caregivers to understand behavior challenges, develop action plans, and apply a trauma informed approach to their care.
- Work as part of a team to ensure a safe, welcoming, and inclusive environment for day camp staff and participants.
- Maintain a high standard of customer service with the public/parents/guardians with effective and direct communication.
- Evaluate and assess the activities offered for continuous program improvement and staff leadership development.
- Ensure safety of participants (age 5-12) by enforcing safety rules, inspecting equipment, facilities, materials, etc.
- Plan, organize and supervise regular meetings with recreation staff.
- Prepare reports and evaluations in accordance to established Policies and Procedures.
- Ensure that the summer camp activity rooms are kept neat and tidy.
- Work Flexible hours (eg: weekends and evenings) as required.
- Help with special events such as required by the Community Development Department.
- Other duties as assigned.

JOB REQUIREMENTS

Qualifications:

- Secondary or post-secondary education (completed or in-progress)
- Experience in organizing inclusive activities for children within the summer season.
- Minimum of 1-year experience within the recreation setting.
- Previous experience and/or training in inclusion and/or behavior guidance.
- Previous experience in program planning and implementation.
- Previous experience in supervising and directing staff, volunteers and/or teammates.
- Conflict resolution and customer service skills.
- Intermediate Workplace First Aid and CPR-C/AED or willingness to obtain.
- WHMIS or willingness to obtain.
- Work location may vary and therefore travel may be required.

Knowledge:

- Knowledge of Trauma Informed Care Principles and conflict resolution skills.
- Knowledge of games, crafts, songs, drama and sport activities.
- Knowledge of interests and abilities of children 5-12.
- Knowledge of healthy child development.
- Knowledge of risk management.
- Knowledge of Inclusion support practices.

Ability:

- To effectively plan, implement and evaluate day camps.
- To effectively follow policies and procedures.
- To effectively communicate orally and in writing – with staff, and parents/caregivers/campers.
- To effectively train and mentor day camp leaders.
- To adapt programming and provide inclusive opportunities.
- To provide quality customer service.
- To effectively supervise and direct a staff team of leaders and volunteers
- To positively lead and motivate a team.