



Summer Camp Coordinator

Department: Brock Recreation & Youth University

Pay Rate: \$18.20/hour

Contract Dates:

- Pre-camp training February to April
- June 23 to August 29, 2025

Hours:

- 5-10 hours/week February to April
- 40-44 hours/week June 23 to August 29, 2025

Job Description

During July and August, Brock's Youth University and Sports School offers on-campus day camps to over 250 youth in grades 1 to 8 each week. Our innovative camps are divided into themes and carefully created to inspire every child. Every week includes exciting discovery sessions, adventurous recreation, and traditional camp activities such as swimming and high ropes. You are encouraged to learn more about what we do at brocku.ca/youth-university. Applications are open for the following streams:

1. Adventure
2. Art
3. Robotics
4. Science
5. Sports School
6. Technology

Summer Camp Coordinators are responsible for supporting the facilitation of high quality, engaging, and educational programming primarily in one specific program stream (e.g. Sports School Camp Coordinator). They will be supporting instructors in curriculum planning, scheduling, training, risk management, and camper mentorship. Working under the direct supervision of the Program Manager team, the Summer Camp Coordinators require a solid practical background in their area to best support the camper's learning and instructor's development. Summer Camp Coordinators work directly with the several staff assigned to their stream to run a safe, developmentally appropriate and innovative camp curriculum for up to 100 youth in grades 1 to 8. While they share the same overall responsibilities as the camp instructors, they are held to a higher standard and are typically performing tasks which make the overall program possible.

Job Duties and Responsibilities

- determine the campus space and material requirements for the program and coordinate the use of rooms, gyms, computer labs, and field spaces in connection with program managers
- role model for instructing staff the best example of desired behaviour, such as making the most of down-time with participants, finding the answers to questions, tracking all incidents, leading activities in an intriguing way, or facilitating quality program modules
- provide frequent, actionable, specific, and timely feedback to team members in a positive and growth-oriented way
- represent Brock University as an ambassador to the program and provide excellent customer service to caregivers through careful planning of programs and problem solving issues as they arise
- provide some training to instructing staff on content delivery, expertise related to working with youth, departmental protocols and Brock policies

- work toward a high-quality program by making recommendations, highlighting recurring problems, identifying and addressing weaknesses, and generally observing areas for improvement
- support staff members in their work with all youth, helping them to make accommodations as needed
- ensure staff members are prepared to facilitate the program: they know where they are going, what they are doing, and they have the resources and supplies to do it
- create a positive rapport with all campers, the Brock community and families
- be fun, approachable, and participate fully in all aspects of the program
- be aware of and make accommodations for camper needs (medical, dietary, behaviour)
- create a positive and fun environment by leading games, songs, and other activities during transitions, snacks/meals, drop off/pick up periods, recreation, & swim time
- use provided equipment and teaching space responsibly
- attend training sessions and weekly meetings
- be knowledgeable in the facilitation of all program modules
- prevent, respond to, and document incidents; report immediately to a program manager

Qualifications

- completed at least two years of post-secondary study
- experience and/or desire to work with children and youth in a camp setting
- excellent people skills and a friendly, responsible, service-oriented attitude
- effective communication and teamwork abilities
- a mature attitude that will enable effective peer leadership
- ability to prioritize tasks and independently manage time effectively
- interest in and willingness to learn new technical skills, develop personal soft skills, and concepts in relevant curriculum program areas
- able to problem solve effectively and adapt to the changes typical of a camp day
- obtained First Aid/CPR Level C and a vulnerable sector police clearance prior to their first day of work
- successfully completed all Brock University and Youth University training prior to work (e.g. AODA, WHMIS, content specific, challenge course, risk management)

Expectations of a Student Staff

We are looking for confident, enthusiastic, and professional ambassadors to Brock University and post-secondary life. We do not require candidates to be experts in all topics, but rather we look for candidates with a contagious passion for learning and having fun with kids. We can train you in the specifics if you have the desire to learn! You will also be required to read, research, watch videos, and/or practice, to learn content independently.

- candidates should be prepared for lots of walking, moderate lifting (e.g. moving chairs, carrying supplies) and working long days in a camp setting
- Ensure camps run in efficiently and supporting instructor in delivering meaningful programming
- All Brock employees are required to complete online mandatory training to comply with related safety legislation
- All Brock employees are required to comply with Ontario's Freedom of Information and Protection of Privacy Act (FIPPA). To help meet our legal obligations under FIPPA, employees are required to complete mandatory online training.

Our Commitment

Brock University is committed to creating a respectful and equitable workplace. We strive to foster a culture of diversity and inclusion in our work and learning environments. We welcome applications from all qualified individuals and actively encourage applications from women, people with disabilities, members of the 2SLGBTQIA+ community, Indigenous Peoples, people who identify as Black, African and/or Caribbean, as racialized and/or as from ethnic and cultural minority groups, and other underrepresented demographic groups at Brock and in the Niagara region. Brock also recognizes intersectionality and the interconnected identities, histories, and experiences of these aforementioned groups.

We are committed to inclusive and barrier-free recruitment, and we accommodate the needs of applicants throughout all stages of the recruitment process, as outlined in our Employment Accommodation Policy and consistent with the requirements of the Ontario Human Rights Code. Please contact Hannah Dabrowski (hdabrowski@brocku.ca) if you require a disability-related accommodation so we can ensure your participation needs are met.

Brock University does not use AI Technology at any stage of the recruitment process

FIPPA

All Brock employees are required to comply with Ontario's Freedom of Information and Protection of Privacy Act (FIPPA). To help meet our legal obligations under FIPPA, employees are required to complete mandatory online training.

AODA

All Brock employees are required to comply with the Accessibility for Ontarians with Disabilities Act (AODA). To help meet our legal obligations, employees are required to complete mandatory online training.

Health and Safety

All Brock employees are required to complete online mandatory training to comply with related safety legislation.

Workplace Violence Training

All Brock employees are required to complete online mandatory training to comply with related legislation. Training to be completed on Brock's Sakai site.