
Position:	Summer Camp Leader	Date of Posting:	April 9, 2025
Department:	Recreation & Community Services	Closing Date:	May 16, 2025
Job Type:	Seasonal Summer	Employment Type:	Exempt
Pay Rate	\$20/hr	Expected Start:	End of June/early July

The City values the diversity of the people it serves and in those it hires, and encourages applicants from all backgrounds. We are committed to fostering a workplace where individual differences are recognized, appreciated, respected, and responded to in ways that fully develop and utilize each person's talents and strengths. The City is committed to reconciliation and inclusion practices that support our programs and services.

The Recreation and Community Services department strategic priorities are:

- Develop – Capacity, leadership, partnership, programming and services.
- Influence & Inspire – Advance and promote health and physical literacy in our community.
- Govern – Develop plans, policies and procedures that supports physical literacy, sport, arts/culture and recreation.
- Build – Replace and renew indoor and outdoor recreation infrastructure.
- Champion – To be a catalyst for positive change through an equity lens.

Join us today! Be a part of a recreation department that promotes healthy lifestyles and advances quality of life for our residents. We are looking for team members with a growth mindset, willing to take on new opportunities and brings ideas for future advancement.

This position is seasonal, for the period of end of June/July – August. Reporting directly to the Recreation Coordinator, the Summer Camp Leader will help plan, lead, and monitor age-appropriate group physical and social activities (arts and crafts, sports, games, day trips, etc.) to provide a safe, fun and educational environment for children participating in camp.

What you'll do

- Help with the planning, implementation and delivery of group activities.
- Effectively supervises camp participants, ensuring a positive, safe environment for all.
- Coordinates the daily set-up, usage, and clean-up of equipment, supplies and facilities.
- Responds promptly to all inquiries and communicates effectively with other Camp Leaders, participants, and the public in a positive and professional manner.
- Active participation and promotion of leader and child engagement in recreation activities, games, sports, arts and crafts, and field trips.
- Demonstrates physical literacy and confidently leads and participates in a variety of physical activities.
- Responsible for following all safety protocols and incident reporting as part of the facility safety plan.
- Enforces facility guidelines consistently.

- Mediates any conflicts that may arise between camp participants.
- Attends staff training sessions and courses as required.
- Completes any additional related tasks as assigned by the Recreation Coordinator.

Knowledge, Skills and Abilities

- Ability to plan and coordinate age-appropriate activities for children, adapting activities to different skill levels as required.
- Ability to provide adaptations, seek coordinator support and ask guardians on how best to support individuals with disabilities, neurodiverse and/or social behavioural needs
- Knowledge of physical literacy and the ability to create engaging activities that develop movement skills, confidence, and participation.
- Effective communication skills.
- Proven track record of superior organization and multi-tasking abilities.
- Ability to serve as an enthusiastic and positive role model and mentor.
- Must be able to participate in potentially strenuous physical activity.

What you're willing to achieve or already have

- Minimum Education: Currently enrolled and/or returning secondary school student (16 years old minimum)
- Standard First Aid, CPR-C, AED (willing to take)
- Experience participating in or leading sport, physical activity, art, cultural or musical programming
- 1-year minimum experience working or volunteering with children and youth
- Ability to work with minimal supervision in a team environment
- **Safety lens** – to provide a safety lens in your duties and public interactions

Asset qualification or Experience

- Grade 12 or GED
- Post-Secondary Education
- 2-5 years experience working with children and youth
- National Coaching Certification Program (NCCP) – Fundamental Movement Skills (FMS)
 - More Info: <https://www.coach.ca/>
- Sport for Life - Getting Started with Physical Literacy (online training)
 - More Info: <https://sportforlife-sportpourelavie.ca/catalog.php>
- High 5 Training – Principals of Healthy Child Development
 - More Info: <https://www.bcrpa.bc.ca/courses/high-five/>
- Canucks Autism Network Training
 - More Info: <https://canucksautism.ca/>

Other information that you should know

- If you are not a local applicant, you must be prepared to relocate to Prince Rupert, BC before starting work.
- You must be legally entitled to work in Canada.
- You will be required to provide a current clear Police Information Check with vulnerable sector

- Even if you do not think you meet all of the criteria, we encourage all interested applicants to please apply
- This is an exempt position

FITNESS REQUIREMENT:

- Manual dexterity
- An acceptable level of fitness is required to complete the obligations of the job posting

What to send our way

- Your Resume highlighting your experience, and skills.
- A cover letter that explains your interest in working within our Recreation and Community Services Department.
- Copies of any certifications.

Please submit your cover letter and resume (PDF format) to:

If your experience is close to what we are looking for, we would love a chance to talk about working with you. We welcome your cover letter and resume by **May 16, 2025**.

If you require any accommodations during the recruitment process, please contact us in-person, by phone 250-624-0607 or at hrrec@princerupert.ca, we'd be happy to hear from you!

Attn: Heidi DeWildt, Recreation Coordinator

Email to: hrrec@princerupert.ca

Subject Line: Summer Camp Leader

Mail or drop documents off at:

Jim Ciccone Civic Centre

1000 McBride Street

Prince Rupert, BC, V8J 3H2

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.