

**Title:** Assistant Camp Director

**Employment Dates:** June 15 – September 4, 2026

**Reporting to:** Program Director

**About Community Centre 55:**

Community Centre 55 is a community-based organization, developed by and accountable to the community. The main purpose of Community Centre 55 is community service delivery and to act as an intermediary organization facilitating the development of the community by helping it to strengthen its capacity to fulfil its own needs. Community Centre 55's unprejudiced overall approach is to "help people help themselves". Community Centre 55 practices an inclusive style of community development and entrepreneurship. All employees of Community Centre 55 have the opportunity and the responsibility of participating in our corporate mission of community centre programs, services and self-sustaining campaigns.

**Description of the Position:**

As an Assistant Camp Director, you'll play a key leadership role in supporting the planning and delivery of a well-balanced, high-quality, and age-appropriate recreation program that includes sports, outings, swimming, and special events. You'll assist with program development, provide guidance to camp staff, and help ensure the smooth and safe implementation of daily activities, trips, and special events for school-aged children.

Staff must be available for pre-camp training in late June (outside of school hours).

During camp; 7.5-8.5 hour shifts will be scheduled between the hours of 7:30 am to 6:00pm.

**Key Duties and Responsibilities:**

- Support and oversee the supervision and organization of children during all camp activities, including indoor/outdoor play, outings, special events, and swimming.
- Assist in the design, development, and implementation of a balanced, high-quality, age-appropriate, stimulating, and safe recreation program—including trips, special visits, and themed events for school-aged children.
- Ensure the safety and well-being of all campers, staff, and CITs throughout the day.
- Promote full participation in camp activities by creating inclusive and engaging experiences for all children.
- Encourage active engagement by interacting and playing with campers throughout the day.
- Ensure children are provided with a variety of appropriate and meaningful program activity choices.
- Research, introduce, and implement new, creative programming ideas.
- Model and promote the use of positive discipline strategies in alignment with Centre policies.
- Provide direct support to and supervision of camp counsellors and CITs, helping to guide and mentor them throughout the summer.
- Support the daily operation of the camp program within established budget parameters.

- Ensure that all camp spaces, equipment, and supplies are well-maintained, clean, and safe.
- Communicate with parents/guardians as needed, addressing questions, concerns, or behavioural issues professionally and respectfully.
- Be able and willing to supervise, assist, and engage with children during daily swim sessions (up to two hours).
- Respond promptly and calmly to crisis situations (e.g., injuries, lost children, behavioural challenges), following Centre protocols and policies.
- Provide on-site leadership during all programming, including indoor activities, outdoor time, gym periods, and off-site field trips.

**Qualifications and Requirements:**

- Experience working with children.
- Must obtain a valid First Aid/CPR Certification before the start of camp
- Must pass a police reference check (Vulnerable Sector)
- Ability to work as part of a team
- Must have an outgoing personality and work well with children
- Able to communicate easily with parents

**Salary and Benefits:**

- \$19.84 /hour