

## Camp Coordinator

Do you have a strong work ethic and are passionate about education and community programs? Be part of a team where you can work for a non-profit organization and make an impact on students to learn more! You can make a difference in the world by giving students the opportunity to access free and affordable educational services!

### About Toronto Region Educational Services:

Toronto Region Educational Services (TRES) is a not-for-profit organization dedicated to providing individuals across the Toronto region and beyond with accessible, free, and affordable educational resources. We offer a safe, supportive learning environment designed to inspire, motivate, and empower individuals as they build a strong foundation for personal growth.

### About this opportunity:

As a Camp Coordinator at TRES, you will oversee both administrative and on-site operations for weekend and summer camp programs. This role requires strong organizational, leadership, and communication skills to ensure smooth day-to-day operations. You will work closely with the Camp Director to plan activities, maintain schedules, supervise staff, and support campers, helping ensure all programs align with TRES's mission of empowerment, learning, and inclusive community engagement.

Key responsibilities are as follows:

- Organize and manage camp schedules, registrations, and program logistics.
- Coordinate materials and supplies, ensuring all activities have the resources needed.
- Support the design and implementation of camp programming in collaboration with the Camp Director.
- Utilize tools such as Monday.com to maintain organization, planning, and workflow efficiency.
- Supervise campers during program activities, ensuring their safety, well-being, and positive engagement.
- Lead or assist with delivering activities such as arts and crafts, STEM workshops, team-building exercises, and outdoor recreation.
- Promote an inclusive and welcoming environment that celebrates diversity and supports personal development.
- Assist in planning and facilitating staff training sessions; monitor team readiness and performance.

- Assess camper progress, inclusion efforts, and participation to ensure equitable access for all campers.
- Maintain safety standards, enforce camp policies, and provide first aid when necessary.
- Ensure camp facilities are clean, organized, and aligned with safety and health guidelines.
- Support community engagement initiatives that promote youth empowerment, mental wellness, and personal growth.
- Deliver day camps (e.g., March Break Camp, Weekend Camp, and Summer Camp) and other virtual and in-person educational programs across the Greater Toronto Area.

#### Requirements:

- Strong passion for youth programs, recreation, child development, and community engagement.
- Excellent leadership, communication, and teamwork skills.
- Experience working with children or youth in recreational, educational, or camp settings.
- Organizational and administrative skills, including schedule and resource management.
- Proficiency in Google Workspace; familiarity with tools like Monday.com is an asset.
- Ability to work 35–40 hours per week, including evenings and weekends as required.
- Mobility to commute to camp locations across the Greater Toronto Area.
- A valid Standard First Aid with CPR-C certification and a satisfactory Vulnerable Sector Check are required (not reimbursed). These may be obtained after securing the role but must be completed before the first day of work
- Candidates must be between 15–30 years of age, a Canadian citizen/permanent resident/refugee protection status, and have a valid SIN.

#### Assets:

- Experience in camp coordination, youth programs, teaching, recreation, or leadership roles.
- Experience working with diverse communities or underrepresented groups.
- Fluency in more than one language (reading, writing, speaking, listening)
- Access to a car and a valid G2/G Ontario driver's licence.

This is a fully in-person position. Salary ranges from \$18–26/hour, dependent on experience, skills, education, and role.