



**Canadian Caribbean Association of Halton (CCAH)**  
Queen Elizabeth Park Community and Cultural Centre  
2302 Bridge Road, Oakville, Ontario L6L 2G6  
905-815-6184 | [info@ccah.ca](mailto:info@ccah.ca) | [www.ccah.ca](http://www.ccah.ca)  
Registered Charity # 887892446RR0001

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Job Title: Camp Coordinator	Hourly Wage: \$22.54
Start Date: May 12, 2025	Number of Weeks: 16
End Date: August 29, 2025	Number of Hours per Week: 37.5-40
Preferred Level of Education: Currently enrolled in Post-secondary studies	Applicant contact: <a href="mailto:dionne@ccah.ca">dionne@ccah.ca</a>

### **Role Overview**

The Canadian Caribbean Association of Halton is a Black-lead organization seeking energetic leaders to supervise and oversee the Summer Day Camp at the Queen Elizabeth Park Community and Cultural Centre. The Camp Coordinator will be responsible for managing the Camp Supervisors and the team of summer Camp Counsellors along with delivering the camp and the Leaders-in-Training program. The main duties involve providing front-line service and program design and delivery, ensuring program quality, and onsite safety and facility maintenance. The successful Camp Coordinator will be responsible for overseeing the day camp program through Camp Counsellors, Leaders-in-Training volunteers, and external presenters while ensuring a safe, exciting, fun, and culturally sensitive, environment for the campers.

### **Responsibilities**

The Camp Coordinator will be required to:

- Support, manage and evaluate staffing team of 2 Camp Supervisors (Campers and Leaders-in-Training), 4 full-time Camp Counsellors, and 4 part-time Camp Counsellors
- Support with training and supervision of Leaders-in-Training (LIT) participants
- Guide the Camp Supervisor regarding LIT volunteers
- Lead daily meetings with Camp Supervisors and support as needed for team meetings with Camp Counsellors
- Report to the Youth Outreach Coordinator and/or Manager (Outreach, Programs & Communications)
- Notify Manager of emergencies and behaviour management issues
- Act as a liaison with the parents, facility staff, and other third-party individuals
- Monitor and supervise weekly field trips
- Oversee the daily operation of camp programming
- Act as a knowledgeable resource and onsite program representative
- Adapt daily programs or activities based on the needs of the group and other factors
- Manage change and assist counsellors to overcome challenges
- Empower campers to develop a strong sense of self and a positive cultural identity
- Create a fun, enjoyable, culturally sensitive, inclusive, and safe environment for all campers
- Prioritize child well-being, safety and protection throughout the camp
- Evaluate situations for potential risks to the safety, protection and well-being of campers and staff, proactively taking mitigating actions to address such risks
- Promote participation and encourage teamwork amongst camp counsellors

- Handle staff and camper concerns and communicate with parents and Youth Outreach Coordinator/Manager
- Maintain accurate program records, including incident reports, logbook documentation, and daily attendance
- Notify Youth Outreach Coordinator/Manager of emergencies and behaviour management issues
- Know, enforce, and follow all safety guidelines associated with the camp program, including always knowing the whereabouts of your staff and campers
- Ensure cleanliness and physical safety while at the Queen Elizabeth Park Community and Cultural Center and other facilities during weekly field trips
- Generate awareness of other CCAH summer programs and initiatives
- Respond to first aid incidents as needed
- Support and promote the HIGH FIVE "Principles of Healthy Child Development" (PHCD)
- Follow and implement all Health and Safety regulations, COVID-19 Protocols (if applicable), and Public Health Guidelines
- Ensure staff has the necessary PPE, materials, and supplies required for a safe and effective program

### **Qualifications**

- Currently enrolled in post-secondary studies
- Previous experience in a coordinator position
- Demonstrates strong leadership and supervisor ability
- Excellent communication, administrative, and organization skills
- Sensitivity to people from different socio-economic backgrounds
- Experience with working with children with behavioural concerns
- Ability to work independently and in a team environment
- Strong problem-solving and skills and mediation skills
- Demonstrates reliability, honesty, and integrity
- First Aid and CPR-C training are required \*
- HIGH FIVE "Principles of Healthy Child Development" is required \*
- Swimming and comfort in the water is an asset
- Criminal reference and vulnerable sector screening dated within 30 days is required

\* The training is mandatory and will be provided if not already certified.

### **Closing Date**

- Submit cover letter and resume to [dionne@ccah.ca](mailto:dionne@ccah.ca) by **Friday, March 21, 2025**.