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500 Central Park Drive,

Brampton, ON

L6S 2C8

905-793-4265

**Program Coordinator**

The Program Coordinator works collaboratively with the Camp Manager for the preparation and implementation of the Summer Camp program.

**Responsibilities |**

* Responsible for setting the camp “curriculum”, with assistance from other camp staffers, to include age-appropriate activities that will keep children active and help them develop skills, teamwork and sportsmanship, in a fun and safe environment
* Work with Camp Director in the pre-summer camp planning and organization
* Manage overall program content and structure
* Assist with data entry, ordering supplies, attendance, bus routes and other tasks
* Maintains inventory of all supplies and equipment purchased
* Step in to lead, direct, supervise and assist children in group activities, games and special events if needed.
* Communicate with parents, campers and staff on a daily basis
* Help promote an atmosphere for developing good moral and well-being among the camp staff
* Promotion of the camp within the local community (if applicable)
* Other duties may be assigned as required

**Physical Demands |**

* Must have the physical ability to lead and participate in camp activities, which include swimming, physical game and activities.
* Must have the ability to transport, restrain, and physically support children and staff when needed for safety purposes in general camp activities and group initiative activities (person weighing 50 - 200