

Woolwich Township Job Posting



Date: January 27, 2025
Position: Summer Camp Coordinators
Department: Recreation & Community Services
Wage Rate/Grade: \$17.20 - \$20.00 per hour

Discover the charms of the Township of Woolwich, a growing community with a bright, well-managed and well-planned future in the Region of Waterloo. Woolwich is known for its unique heritage, farms and farmers markets, scenic trails, bridges, and landmarks. Our communities provide a rural lifestyle with all the conveniences of urban centres nearby. The quality of life in Woolwich is superior, and as an employee of the Township, you will play a key role in helping shape the next phase of our future growth and development.

Recreation & Community Services is seeking two (2) Summer Camp Coordinators from May 5 to August 29, 2025.

Purpose of position and profile

Recreation & Community Services is seeking two Summer Camp Coordinators to plan, facilitate and supervise our Summer Day Camp programming during the months of May-September 2025. Our Summer Camp is a growing and exciting program, running for 9 weeks in 2025. Our Summer Camps run out of the Woolwich Memorial Centre (Elmira), Breslau Community Centre (Breslau) and St. Jacobs Arena (St. Jacobs). This position will work part-time hours from May 5- June 1, and full-time hours from June 2 onwards. Responsible for developing and evaluating summer camp programs to ensure they are well-balanced and age appropriate, liaising with parents and campers and supervising staff.

Responsibilities:

- Assist in Summer Camp Leader Interviews and staff selection.
- Complete pre-summer administration tasks in preparation for the 2025 Camp program, including program planning, parent communication, staff trainings and staff scheduling.
- Assisting with pre-camp activities within the Township (for example, staff training, Pop Up Playgrounds and Canada Day Festivities).
- Organize and book in-person and virtual special guests.
- Book field trips and buses to support camp programming.
- Complete camp leader and volunteer evaluations throughout the summer.
- Ongoing camp program evaluation and monitoring participant and parent feedback.
- Providing excellent customer service to campers, parents and staff.
- Write an end of summer report summarizing successes, challenges and suggestions for 2026.
- Demonstrate good knowledge of Township of Woolwich programs and Summer Camp policies.
- Perform all other duties as assigned.

Qualifications, Knowledge, Skills and Work Requirements:

- Knowledgeable and experienced in the areas of children and youth program service delivery.
- Prior Summer Camp experience considered an asset.
- Demonstrated leadership, interpersonal, customer service and dynamic facilitation skills.
- Knowledge in effective behaviour management techniques.
- Experience supervising and mentoring others.

- Team leader with strong organizational, communication, problem solving and conflict resolution skills.
- Comfortable working in a fast-paced environment with competing priorities.
- Basic swimming ability is required.
- Knowledge of applicable provincial/federal legislation, health and safety regulations.
- Must have reliable transportation.
- Standard First Aid / CPR level C (or willing to obtain as a condition of hiring)
- Lifesaving Society SafeGuard (or willing to obtain as a condition of hiring)
- High Five PHCD considered an asset

Working conditions

- Working both indoors and outdoors.
- Typical hours of work are Monday to Friday, 8am – 5pm. Weekend and evening hours may be required, based on programming needs

Interested applicants are invited to submit their resume via email to hr@woolwich.ca prior to **4:00 pm on February 10. Please quote job posting 2025-03.**

All applicants are thanked for their interest in these positions however, only those selected for an interview will be contacted.

The Township of Woolwich is committed to diversity and inclusion and offers an accessible workplace. We are an equal opportunity employer and are committed to meeting the needs of applicants during all phases of the hiring process. This document is available in alternate formats, or with accessible communication supports, upon request.