

Day Camp Coordinator- Summer 2025

Location: Various YMCA Camps across Hamilton, Burlington and Brantford, Ontario

Position Type: Seasonal Contract (February 2025 - August 2025)

Hourly Rate: \$24.50 per hour

Work Hours:

*February 2025- March 2025: a part time work schedule based on 5-20 hours per week; remote work subject to operational needs. Evenings will be required.

*April 2025- August 2025: a full-time work schedule based on 40 hours per week. Evenings/weekends may be required.

Position Overview:

This position reports to the Day Camp Manager. In this position, you will be responsible for coordination and implementation of Day Camp. The Day Camp Coordinators are responsible for the recruitment, training, and supervision of Day Camp staff for all YMCA HBB Day Camp locations. Day Camp Coordinators will work with the Day Camp team to ensure developmentally appropriate programming, creating a safety conscious environment for campers and staff.

Day Camp Coordinator – Community Camps (Hamilton/Burlington)

- This role oversees two camp locations: Queen Victoria Public School (Hamilton) and Tansley Woods Community Centre (Burlington). Responsibilities include managing approximately 200 campers per week and leading a seasonal staff team of 25.

Day Camp Coordinator – Outdoor Camps (Christie Lake Conservation Area)

- This role oversees two camp sites at Christie Lake Conservation Area, managing approximately 400 campers per week and supervising a seasonal staff team of 60.

Day Camp Coordinator – Inclusion at Camp (All Locations)

- This role focuses on coordinating the 1:1 Inclusion Program (Helping Hands) and supporting diverse camper needs, particularly those requiring a 1:10 ratio. This includes completing intakes for new and returning families, creating support plans for campers to be successful at camp and managing a staff team of approximately 15 counsellors.

From February 2025 to April 2025, Camp Coordinators focus on recruitment, staffing, and planning for the upcoming camp season. This includes designing programming, organizing training for senior staff, and preparing both indoor and outdoor camp teams. Coordinators will participate in interviews and promotional events, often during evenings.

From April 2025 to August 2025, Camp Coordinators work closely with the Day Camp Manager to deliver Camp training. Camp training directly contributes to program quality, with Coordinators addressing coaching concerns and managing performance as needed. Coordinators will work to ensure the successful implementation of high-quality programming at their camp sites. Key responsibilities include camp training, budget management, staff support, parent communication, and behavior management. Coordinators act as the first point of contact for Senior Staff and counselors.

This is a great opportunity for an individual with a high level of interest in working with the YMCA HBB as a charitable organization.

What You'll Do:

- Recruit, train, and mentor all staff and volunteer team members for the purpose of delivering excellence in customer service.
- Provide direct supervision of Day Camp staff, program participants and volunteers.
- Responsible for the scheduling, performance management, and onboarding and timesheet preparation for Day Camp Staff.
- Coordinate and deliver pre-camp promotional events and opportunities.
- Assist with the development of operational plans and budgets for the YMCA Day Camp program.
- Contribute to a culture of inclusion and provides strategies and develops plans to help campers to be successful in 1:10 ratio.

What You'll Bring:

- 3 years post-secondary education in Child and Youth Studies, Recreation and Leisure or a related field.
- 3 years supervisory experience of a team with over 10 staff members.
- Strong communication and problem-solving skills.
- Time management skills - must be able to plan, organize and prioritize.
- Computer skills using Microsoft Office, email and/or internet applications.
- Knowledge of Child Development and related "new" research, and its application in children's recreational programs.
- Knowledge of community trends.
- Knowledge of Day Camp standards and evaluation tools.
- Current Standard First Aid and CPR (Level C) certification.
- A current and satisfactory Police Records Check with Vulnerable Sector Check (VSC)
- A valid Driver's license and access to reliable personal transportation to travel is required for this position.

A Major Asset If:

- You have supervisory experience in a camp setting, preferably with multiple locations
- You have experience with Camp Brain

Ready to Make a Difference?

The YMCA is a charity that ignites the potential in people. #YSavesLives starts with building a strong community. If you're passionate about creating a vibrant and healthy community where everyone thrives, we want to hear from you!

Don't meet every requirement? Studies have shown that women and people of colour are less likely to apply to jobs unless they meet all qualifications. If you are excited about the role, but your resume doesn't align perfectly with every qualification in the description, apply anyway. You may still be the right candidate for this or other roles!

Interested in applying? Please submit your resume to: AJ Phillips, Day Camp Manager at aj.phillips@ymcahbb.ca by February 21, 2025.

The YMCA of Hamilton|Burlington|Brantford is committed to creating an inclusive, diverse, equitable and accessible environment. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or neurodiversity. We understand the social barriers preventing individuals from applying for open roles. We encourage those from the Indigenous, 2SLGBTQIA+, BIPOC, and Disabled communities to apply. If you need any accommodation throughout the recruitment process, please do not hesitate to contact our People, Leadership and Culture Department plc@ymcahbb.ca