



Somali Canadian Cultural  
Society of Edmonton

6770 – 129 Ave NW, Edmonton, Alberta T5C 1V7  
[www.somaliedmonton.com](http://www.somaliedmonton.com)

## JOB POSTING

**Title: Camp Coordinator (Summer Position)**

**Status: 2 Full Time Positions to be filled**

**Wage: \$25.00/hour**

**Location: Edmonton North Side (Calder School)**

**Work Terms:** Week days and possible weekends (**Total 9 weeks of employment, 30 hours/week**)  
Between **June 25<sup>th</sup> - August 30, 2019**

**Location: Edmonton South Side (Mary Hanley School)**

**Work Terms:** Week days and possible weekends (**Total 9 weeks of employment, 30 hours/week**)  
Between **June 25<sup>th</sup> - August 30, 2019**

### Responsibilities

- Supervise camp counselors
- Provide verbal and written reports about program (Camp) progress and daily activities
- Actively participate in planning and implementing summer staff training
- Assist camp counselors with camp duties and activities and actively participate in all aspects of camper's day activities
- Plan Camp field trips
- Plan and distribute weekly program schedules for all activities to staff and Camp Manager and Program Director
- Coordinate daily cleanup of all Camp areas
- Provide a quality community summer children's program for ages 6 – 15 that includes a variety of educational, social, and physical learning experiences.

### Qualifications

- **Must be currently enrolled in an educational institution (College, or University) and returning to studies in September 2019.**
- **Must provide proof of registration into an educational institution for September 2019**
- Candidates must be currently certified in First Aid/Level C CPR Certifications
- Must have a valid Criminal Records Check for the Vulnerable Sector
- Valid driver's license an asset
- Experience with children in a camp or educational setting preferred
- Two years supervisory and management experience preferred

### Required skills and knowledge

- Ability to take charge and initiative
- Strong interpersonal and communication skills (written and oral)
- Strong organizational skills
- Ability to work with a wide variety of age groups
- Ability to observe and evaluate staff and camper behavior, enforce safety regulations and emergency procedures, and apply appropriate behavior management techniques based on training received.

**Must be currently enrolled in an educational institution (High school, College, or University) and returning to studies in September 2019. Must submit proof of enrolment at the time of an Interview**

Please submit your resume to [mussa.yussuf@somaliedmonton.com](mailto:mussa.yussuf@somaliedmonton.com)  
Application Deadline **Friday May 31, 2019**