



# BRUCE GREY CHILD & FAMILY SERVICES

## SUMMER CAMP COORDINATOR

<b>POSTING #:</b>	2026-08
<b>EMPLOYEE GROUP:</b>	Contract (Approximately 14-16 weeks), 35 hours/week
<b># OF POSITIONS:</b>	1 position
<b>REPORTS TO:</b>	Service Supervisor
<b>LOCATION:</b>	TBD
<b>SALARY:</b>	\$20.00 per hour
<b>DATE POSTED:</b>	February 27 <sup>th</sup> , 2026
<b>CLOSING DATE:</b>	March 9 <sup>th</sup> , 2026
<b>POSTING TYPE:</b>	Internal & External

Please submit your application quoting posting number above with the title of the role to Human Resources at [hr@bgcfs.ca](mailto:hr@bgcfs.ca) before 4:30pm on the closing date.

This posting is for an existing vacancy.

### PURPOSE STATEMENT

The Summer Camp Coordinator is responsible for running the annual summer camp program. It is the goal of the program to ensure that every camp request be accommodated. The Summer Camp Coordinator's role will include liaising with workers, foster parents, and other service users to ensure that camp requests are delivered efficiently and accurately.

### MAIN DUTIES & RESPONSIBILITIES

- Compile a list of available summer camps for distribution to workers
- Act as a Liaison between Camp Directors and Bruce Grey Child and Family Services
- Contact summer camps to request discounts or price accommodation based on number of children attending
- Contact summer camps and inform of Duty to Report presentation
- Complete camp registration forms and get appropriate signatures and permission
- Ensure camp requests are accommodated in keeping with BGCFS's camp principles
- Contact families and foster families about appropriate camp dates
- Complete cheque requisitions
- Organize and keep track of camp spots and spending
- Call parents and foster parents to remind them of camp dates and time a week before the child is to go to camp
- Ensure all registration forms and funds are complete before the child goes to camp
- Visit High attendance camps as assigned by the supervisor
- Meet regularly with supervisor to discuss camp attendance, program progress and issues, etc.
- Assist in other departments with consultation from supervisor
- Ensure all children are registered for camp in a timely manner
- Advise camp directors of special circumstances of campers
- Contact and purchase Storybook Park passes and organize the passes and advertise them to workers

- Complete an end of summer report
- Coordinate the United Way's backpack program - stuffing backpack and distribution process where possible
- Other job-related duties as assigned

### **Team Building**

- Develops professional working relationships with team members
- Works respectfully, positively and collaboratively within a team environment sharing experiences and lessons learned
- Actively participates and engages in supervision with their supervisor on a regular basis
- Actively participates and engages in team and staff meetings, service training sessions and other meetings/sessions as required
- Supports the team and works with team members to ensure department and caseload needs are met including absence coverage

### **Other Related Activities**

- Knows and adheres to all applicable BGCFS policies, procedures and relevant administrative practices
- Strives to meet or exceed all accountabilities and achieve continuous quality improvement and excellence in all activities and outcomes
- Ensures own expenditures adhere to BGCFS policies
- Participates in mandatory learning/education to maintain and update skills and knowledge whenever deemed necessary
- Implements new procedures and controls deemed necessary by management
- Assists in the training and orientation of peers
- Works in compliance with the provisions of the Occupational Health and Safety Act of Ontario and the regulations Participates on internal and/or external committees as required
- Participates on internal and/or external committees as required
- Participates in special projects and performs other duties as required

## **KNOWLEDGE, EDUCATION, EXPERIENCE, SKILLS & ATTRIBUTES**

### **Qualifications**

- Secondary School Graduation Diploma
- Students enrolled in a post-secondary school Social Work Program preferred.
- Previous camp counsellor experience.
- Satisfactory Police Records Check is required.
- Valid Driver's License and access to a reliable motor vehicle with appropriate business class liability insurance is required.
- Previous experience as a BGCFS summer student is considered an asset.

### **General Skills and Attributes**

- Good ability to use MS Office applications (e.g., Word, Excel)
- Strong decision-making skills
- Solid written, oral communication and interpersonal skills providing constructive, meaningful, and timely interaction with all levels of staff
- Ability to think analytically with attention to detail in the presence of frequent interruptions
- Excellent understanding and commitment to quality service and best practice
- Highly detail-oriented
- Ability and willingness to work as an integral member of a team, demonstrating cooperation and support of others
- Accountable for own actions and decisions, making decisions within the scope of the position and referring issues/problems/events to the supervisor as required

- Flexible, adaptable, and responsive to change
- Ability to deal with highly sensitive and personal information in a confidential manner
- Excellent ability to analyze information, problem-solve and make good decisions
- Self-directed with a solid ability to organize, plan, prioritize and multi-task
- Excellent written documentation skills that are clear, thorough, concise accurate and timely
- Demonstrated critical thinking
- Ability to work with and meet tight timelines

## EFFORTS & WORKING CONDITIONS

- Work is primarily performed at a desk in a normal office environment with regular meetings with children, families, and other professionals
- Intermediate periods of sitting and computer/phone use
- The incumbent has the freedom to move about or change position at will, except in crisis situation
- Multi-tasks within a fast-paced, high-volume, and demanding environment
- Absorbs and interprets information from multiple parties on a regular basis
- Required to listen to and reconcile multiple points of view being discussed/presented
- Frequent interruptions often dealing with critical issues
- Frequent travel within the BGCFS region
- Occasional travel to the BGCFS office sites
- May be exposed to potentially hazardous environments including driving conditions, volatile situations, and visits to client's homes.
- Occasional lifting of children or heavy objects may be required

## DISCLAIMER

*The preceding position description has been designed to indicate the general nature, level and scope of the work performed by this position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position.*

*Proof of COVID-19 Vaccination is not a pre-requirement of employment at this time; however, it is recommended. Should Public Health requirements change in the future all employees would be required to provide proof of vaccination.*

## BGCFS COMMITMENTS

*We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at [hr@bgcfs.ca](mailto:hr@bgcfs.ca) . Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.*

*We are committed to promoting a culture of belonging and inclusion in an environment that is both physically and psychologically healthy and safe.*