



## Summer Camp Coordinator – Job Posting (2026)

### Town of Comox – Comox Recreation Seasonal, Full-Time, Non-Union

The Town of Comox Recreation Department is seeking an enthusiastic and organized **Summer Camp Coordinator** to support our 2026 camp season. This full-time, seasonal position oversees planning, training, daily operations, and safety for our half-day and full-day summer camps for children aged 5–12 years.

#### Who We're Looking For

We're looking for a positive, energetic leader who enjoys working with kids and can confidently support a team in a fast-paced camp environment. We especially welcome mature, college-aged applicants who bring strong leadership, sound judgment, and experience working with children or in team-based environments. These individuals are well-positioned to support daily camp operations and contribute to a safe, positive, and engaging experience for all campers.

**Employment dates:** June 8 – September 4, 2026

**Hours:** Monday – Friday, approx. 8:30 a.m. – 4:30 p.m. (some variability)

---

#### Key Responsibilities

- Plan and deliver staff training; develop weekly themes and activity schedules.
- Lead and support camp staff; maintain a positive, inclusive, and fun camp environment.
- Oversee daily camp operations, safety protocols, incident reporting, attendance, and supply management.
- Communicate with parents and caregivers in a friendly and professional manner.
- Purchase supplies within approved budget and collaborate with Recreation staff.

#### Required Qualifications

- Experience working with children in recreation, education, or camp settings.
- Strong communication, leadership, and problem-solving skills.
- Experience working with families and the public.
- Standard First Aid & CPR-C/AED (valid through employment).
- Ability to obtain a Criminal Record Check – Vulnerable Sector.
- Valid drivers BC Driver's license with clean driving abstract.

#### Assets

- Experience supervising staff or volunteers.
- Skills in recreation programming or outdoor education.
- Ability to design creative, engaging camp activities.
- Enrollment in a post-secondary program such as Recreation, Kinesiology, Child and Youth Care, Education, or another human-services field that supports working with children and youth.

**Wage:** \$26/hour

**Application deadline:** May 4, 2026

Only shortlisted candidates will be contacted.

#### How to Apply

Submit a **resume** and **cover letter** to:

**Justin Wolfe, Recreation Supervisor** [jwolfe@comox.ca](mailto:jwolfe@comox.ca)

Or apply in person: **Comox Community Centre**, 1855 Noel Ave, Comox BC (Attn: **Justin Wolfe**)