



# Camp Kawartha

Outdoor Education Centre ○ Environment Centre ○ Summer Camp

Main Office: 1010 Birchview Road, Douro-Dummer, ON

Phone: 705-652-3860 Website: [www.campkawartha.ca](http://www.campkawartha.ca)

## Day Programs Coordinator (Kinder Camp, Day Camp OR Twilight)

**Reports To/Supervised by:** Day Programs Director, Assistant Summer Camp Director, Summer Camp Director

**Job Type & Contract Length:** Full time, Seasonal – 9.5 weeks

(Wednesday June 17th, 2026 – Saturday, August 22, 2026)

**Starting Salary:** \$2500 (room and board included)

**Position Summary:** Leading the day-to-day operations of their specific Day Program (i.e. Kinder Camp, Day Camp or Twilight), the Day Programs Coordinator is responsible for the delivery of the program as outlined by the Day Programs Director. A schedule will be made in advance, with the opportunity for Coordinators to provide input into the operations of their programs. Coordinators support Day Program Counsellors with the delivery of the program, helping build confidence and their camper care skills throughout the summer. They provide regular feedback to the Day Programs Director about the challenges of their specific program and work with them to solve camper and staffing issues.

### Key Responsibilities:

- Alongside the Day Programs Director, designs the day-to-day operations for their respective programs that has built in growth opportunities for campers, focuses on nurturing camper's curiosity about the natural world, and creating meaningful relationships between campers.
- Works with their Day Programs Counsellors to deliver their programs in a safe and effective manner while being attuned to staff and camper dynamics.
- With the support of the environmental team, delivers engaging and age-appropriate nature programming, exploring areas on The Range and getting campers to experience new environments (wetlands, marshes, meadows etc.)
- Provides and role models strong camper care throughout the summer. Helping and coaching younger staff to handle day-to-day issues that come up (e.g. homesickness, minor interpersonal disputes) and calls in the Day Programs Director to help with issues that require more support.
- Works with the Day Programs Director to resolve interpersonal disputes between staff members. The coordinator regularly keeps the Day Programs Director informed about



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issues within their program and is discrete about sensitive information they may be privy to (warnings, job performance indicators of staff).

- Takes on additional responsibilities as needed to support the team and ensure a positive camp experience.
- All staff at Camp Kawartha are expected to adhere to all policies as outlined in the 2026 Policy Manuel

## Job Requirements:

- Standard First Aid with CPR-C (required)
- Clear Police Record Check / Vulnerable Sector Check (required for ages 18+)
- National Lifeguard (NL) (asset; priority given in hiring)
- Experience and/or strong interest in working with children and youth
- Strong communication and interpersonal skills and the ability to work well in a team environment
- Genuine love of the outdoors, with a desire to inspire curiosity and respect for nature in children.
- Enthusiasm, reliability, and a positive attitude, with a genuine love of the outdoors and learning
- Demonstrates kindness, empathy, patience and respect in working with campers and colleagues
- Ability to meet the physical, emotional, and scheduling demands of working in an overnight camp environment

## Equity, Inclusion and Accessibility

Camp Kawartha is committed to fostering a safe, welcoming, and inclusive community for all. We support applicants and staff with disabilities throughout the recruitment and employment process and, upon request, will work with individuals to identify reasonable accommodations that maintain camper safety and program quality.

Camp Kawartha is an equal opportunity employer and values the diversity of our community, including differences in race, colour, religion, national or ethnic origin, gender, sexual orientation, and gender identity. We welcome and encourage applications from candidates with diverse backgrounds, identities, and lived experiences who share our commitment to inclusion and stewardship.