



# 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)

## Kitchen Liaison

**Reports To:** Kitchen Managers & Team Leaders, 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:** Acting as an intermediary between the Kitchen Staff and the Summer Camp Staff, the Kitchen Liaison represents the Kitchen Staff within summer camp spaces and is responsible for maintaining positive communication between the kitchen and summer staff. Works with Kitchen and Summer Staff to get suggestions on menu.

### Key Responsibilities:

- Oversees the dining hall day-to-day, ensuring everyone is safe and well cared for by following camp policies, keeping the space running smoothly, and working closely with the Kitchen Team.
- Acts as the communication link between the Kitchen Team and Summer Camp Staff by representing the kitchen at morning staff meetings, sharing schedule updates, specific camper needs, meal numbers and passing feedback and concerns between both teams.
- Supports environmentally responsible practices by helping reduce food waste, supporting composting and recycling systems, and working with the Programming Team to create fun, simple sketches or announcements that teach campers best environmental practices during mealtimes.
- Works alongside the Eco Gardeners to bring garden produce into meals by checking what is available and communicating with the Kitchen Team so produce can be used during meal planning when possible.
- Keeps dining hall stations running smoothly during meals by ensuring water coolers are filled and accessible, and making sure cup bins, the hog bucket, and liquid waste systems are clearly set up and managed properly.



# 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)

- Supports dining hall set-up and clean-up scheduling by helping plan and coordinate who is responsible before and after meals, so the space is ready on time and reset properly between meal services.
- Helps create a calm(ish), welcoming dining hall environment by supporting clear seating plans and meal flow so campers and staff feel safe, comfortable, and know what to do during meals.
- Supports the planning and coordination of the end-of-summer banquet by working with Senior Leadership to organize logistics and help run a celebratory event that shows clear appreciation for the work staff have put into the summer.
- 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



# 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)

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.