

JOB POSTING

POSITION:	Summer Day Camp Coordinator – Student Position
TERM:	Full- Time – Summer Student (8 weeks)
DEPARTMENT:	Recreation / Community Services
WORK LOCATION:	Ucluelet Community Centre (On-Site)
HOURS OF WORK:	Monday to Friday, 8:45 AM to 4:15 PM, 35 hours/week
RATE OF PAY:	Secondary School Student: \$20.78 Post Secondary School Student: \$23.82
POSTING DATE:	May 20, 2026
CLOSING DATE:	June 5, 2026
POSITION START DATE:	July 6, 2026
POSITION END DATE:	August 28, 2026

Job Summary:

Working with the Recreation Programmer, the Summer Day Camp Coordinator will be responsible for the planning, implementation and delivery of Summer Day Camp Programs and supporting special events. Working in collaboration with the Recreation Department, the Summer Day Camp Coordinator is responsible for leading or supporting the day-to-day operations of the Camp including oversight of children, maintaining the program space, and coordinating with program instructors.

As this position is partially funded through the Canada Summer Jobs program, to be eligible for this job you must be aged between 15 and 30 years old on the start date of the job; have a valid Social Insurance Number (SIN); and be a Canadian citizen, a permanent resident of Canada, or a person who has been granted refugee status in Canada. International students and other temporary residents of Canada are not eligible.

Key Responsibilities:

Supports and assists with:

- Coordinating vendors, performers, contractors, volunteers, and other service providers associated with special events;
- Daily facilitation of the Summer Day Camp program;
- Leading children aged 6 – 12 years;
- Coordinating with and supporting program instructors;
- Setting up/ closing the program space;
- Assisting with organizing of Special Events;
- Assisting with marketing Summer Programs;
- Carrying out basic administrative and customer service duties;
- Other related duties as assigned.

Required Knowledge, Skills, and Abilities:

- Experience working with children;

- Strong work ethic;
- Ability to take direction and respect policy;
- Excellent interpersonal skills;
- Ability to communicate effectively and diplomatically with children, staff members as well as members of the community;
- Must be adaptive, and flexible;
- Ability to work well in a team environment, as well as the ability to work independently with minimal supervision;
- Ability to exercise good judgement in day-to-day operations, as well as in emergency scenarios;
- Experience using Canva or other digital publishing programs;
- Ability to use Microsoft Office Suite;
- Able to meet the physical demands of the position.

Required Education, Experience, and Qualifications:

- Currently enrolled in a University or College program in Recreation or a related field or/
- Currently enrolled in Highschool;
- Current Basic First Aid and/or CPR Level C or higher is an asset;
- Employment is conditional upon the successful completion of a criminal record background check, including vulnerable sector screening.

Working Conditions:

- Sitting or standing for longer periods of time;
- Minimal travel between recreational facilities within the District of Ucluelet;
- Evening and weekend attendance for special events as required;
- Special events/ programs are indoors and outdoors;
- Lifting/ bending/ pushing/ carrying items for program and special event set up.

How To Apply:

Applicants meeting the above qualifications may apply by sending a cover letter & resume in one (1) PDF document, including three (3) relevant references.

To: Samantha McCullough, Manager of Human Resources & Communications
Email: careers@ucluelet.ca
Office: 200 Main Street, Ucluelet BC
Mail: District of Ucluelet, Box 999, Ucluelet, BC V0R 3A0

Only applications received before the position close date will be considered. The District of Ucluelet wishes to express our appreciation to all applicants for their interest and effort in applying for the position and advise that only those selected for an interview will be contacted. Thank you.