

## **Children's Summer Day Camp Coordinator**

**Date Range:** May 20 – August 8, 2025

**Location:** 105 Gibson Drive, Markham ON, L3R 3K7

**To Apply:** [hadmin@105gibson.com](mailto:hadmin@105gibson.com)

**Application Deadline:** April 17, 2025

### **Position Description:**

We are looking for a Coordinator to facilitate in the planning and execution of a 2-week Children's Summer Camp (July 21 – August 1) for refugee and low-income families in the surrounding communities of the 105 Gibson Centre (South Markham and North Scarborough). This position is maximum 250 hours from May to August.

### **Responsibilities include (but not limited to):**

- Working with and reporting directly to supervisor (Community Needs Manager) to develop, plan, promote, and execute a 2-week long summer camp July 21 - Aug 1, 2025
- Working closely and cooperatively with all program leaders and support staff
- Supervising and training of volunteers
- Promoting team unity and leadership development
- Demonstrating clear and healthy communication
- Planning will begin from mid-May until mid-July when the camp begins

### **Skills and Requirements:**

- Be in agreement with the Mission and Vision Statement of the Centre
- Display a passion for building relationships and working with neighbourhood children of various ages, backgrounds, and abilities
- Ability to positively influence, motivate and instruct children relationally, emotionally and spiritually
- A team player with outstanding behavioural management skills and the ability to relate to peers and children
- Very good at critical thinking and problem-solving skills
- Basic administrative and management skills – coordinator must be organized
- Current CPR Level C and First Aid certificate are highly recommended
- A Police Check or a Vulnerable Sector Check is required
- Must be a Canadian citizen, a permanent resident, or protected persons under the Canadian Immigration and Refugee Protection Act and legally entitled to work and study in Canada