



TOWN OF INUVIK
Northwest Territories

Job Description

Summer Camp Coordinator

IDENTIFICATION

Job Title:	Summer Camp Coordinator
Reports to:	Recreation Coordinator
Job Status:	Summer Term - The work hours may vary based on the schedule and requirements of the department.

OVERVIEW

The Camp Coordinator oversees the overall operation of the summer camp program. This includes supervising staff, coordinating programming, ensuring camper safety, managing communications, and handling incidents and logistics. The Coordinator is responsible for maintaining high-quality experience for participants and staff, ensuring programming aligns with community standards and values.

RESPONSIBILITIES

Staff Leadership & Supervision

- Supervise and support Camp Leaders and the Senior Camp Leader.
- Coordinate daily staff schedules and assignments.
- Lead training and orientation for seasonal staff.
- Provide feedback, guidance, and coaching throughout the program term.

Program Oversight

- Develop weekly programming themes and activity schedules.
- Ensure programming is inclusive, age-appropriate, and aligned with goals.
- Respond to behavioural, medical, or safety-related incidents.

Parent & Community Communication

- Serve as primary contact for parent/guardian inquiries or concerns.
- Maintain camper attendance records, incident reports, and evaluations.
- Communicate program updates and issues to the Recreation Department.

Administration

- Ensure supplies and equipment are available, safe, and well maintained.
- Track forms, waivers, and program feedback.
- Monitor staff performance and ensure policies are followed.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

- In-depth understanding of child and youth development, recreational programming, and inclusion strategies.
- Knowledge of workplace safety, risk assessment, and emergency response protocols.
- Familiarity with recordkeeping, incident reporting, and evaluation tools.

Skills:

- Leadership and team management, including coaching and delegation.
- Strong planning and administrative skills to manage schedules, staff, and program logistics.
- High-level interpersonal skills for communicating with parents, staff, and supervisors.
- Conflict resolution, problem-solving, and incident management.

Abilities:

- Ability to oversee day-to-day operations and provide on-the-spot solutions.
- Able to supervise, train, and motivate a diverse team of staff.
- Capacity to maintain calm under pressure, prioritize tasks, and resolve emergencies.
- Able to ensure programming remains inclusive, structured, and aligned with organizational goals.

WORKING CONDITIONS

Physical:

Moderate physical activity including walking between sites, carrying supplies, and supervising large-group activities. May lift up to 30 lbs occasionally.

Environmental:

Split between indoor administrative work and outdoor supervision. Requires adaptability to variable weather and quick response to emerging needs.

Sensory:

Requires constant awareness of environment, safety, staff coordination, and camper needs across multiple locations.

Mental:

High mental demand from staff supervision, scheduling, emergency response, and parent communication. Must manage stress and maintain composure under pressure.

I certify that I have read and understand the responsibilities assigned to this position.

Employee's Printed Name

Employee's Signature

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required for the position.