



SUMMER CAMP COORDINATOR

The City of Port Alberni's Parks, Recreation & Culture Department is looking for a Summer Camp Coordinator to join the team! The Summer Camp Coordinator will plan, market and coordinate summer recreation camps and programs for children and youth. They will be involved in supervising, training and supporting staff and volunteers. We are looking for someone who is positive, enthusiastic, outgoing and ready for a summer of fun!

Candidates are required to have the following qualifications and experience:

- Completion of 1st year of college or university in a related field
- Previous experience as a program leader in child or youth programs
- Previous experience planning, organizing and delivering recreation activities for youth and children
- Experience mentoring, coaching and supervising staff in program or camp settings
- Ability to work well independently or as part of a team; ability to work with minimal supervision
- Ability to multitask and maintain daily and weekly program schedules
- Current Standard First Aid with CPR-C/AED certification
- Valid BC Class 4 Unrestricted Driver's license and experience driving a large passenger van or bus

The starting rate of pay for the Summer Coordinator is \$24.80 per hour plus 15% in lieu of benefits. Successful candidates will be required to successfully complete a Police Information Check. The schedule for this position is expected to be:

- May 12 - May 29: Tuesday - Friday; 9:00am-5:00pm (30 hours per week)
- June 1 - September 4: Monday - Friday; 8:30am-4:30pm (37.5 or 40 hours per week)

To Apply: Please forward a resume and cover letter, including copies of your qualifications, by March 20, 2026:

Attention: Human Resources
By mail: City of Port Alberni, 4850 Argyle Street, Port Alberni, BC V9Y 1V8
By email: humanresources_resumes@portalberni.ca

We wish to thank all applicants for their interest and advise that only those selected to be interviewed will be contacted.

