



STUDENT POSITION – CAMP COORDINATOR

Job Description

Under the supervision of the Community Living Department and in collaboration with the Community Development Officer, the Summer Camp Coordinator is responsible for the planning, organization, and overall operation of the Town's summer camps.

Within a streamlined team structure, the coordinator acts as the central point of operations, provides direct supervision to camp counselors, and ensures the quality, safety, and consistency of the activities offered to children.

Key Responsibilities

- Coordinate and ensure the smooth operation of daily summer camp activities.
- Supervise, mentor, and directly support camp counselors.
- Ensure the implementation of the program framework and make necessary on-site adjustments.
- Ensure participant safety and compliance with Town policies and procedures.
- Manage staff schedules, breaks, rotations, and assignments.
- Maintain an active on-site presence, including during outings.
- Provide weekly communications to parents using approved tools and templates.
- Maintain regular communication with the Community Development Officer.
- Complete required reports and documentation and contribute to the end-of-summer evaluation.

Required profile

- Hold a valid driver's licence (Class 5) and have access to a vehicle.
- Be currently enrolled in a college or university program and confirm a return to studies in the fall.
- Demonstrate excellent organizational skills and strong adaptability.
- Show leadership, maturity, and sound judgment.
- Possess strong problem-solving and decision-making skills.
- Have experience working with youth or in a camp setting.
- Be comfortable with team management and on-site interventions.
- Excellent written and verbal communication skills in French and English.
- Be autonomous, proactive, and able to work with minimal supervision.

Supervision / Training

- Mandatory training provided by the employer
- Supervision provided by the Community Development Officer

Employment Period: May 11 to August 25, 2026

Work Schedule: The regular work schedule is 40 hours per week, Monday to Friday, from 8:00 a.m. to 4:00 p.m.

The successful candidate may be required to work during special events or specific activities. Any changes to the schedule will be communicated in advance.

Salary: Starting at 19.65\$ per hour

How to Apply

- Please clearly indicate your current level of education and your age in your résumé.
- Submit your cover letter and résumé to mireille.melanson@shediac.ca.
- The application deadline is February 25, 2026.

For more information, please contact Mireille Melanson, Human Resources Manager, at (506) 532-7000 or mireille.melanson@shediac.ca.

The Town of Shediac reserves the right to require a criminal record check as part of the hiring process.