



# FORESTVIEW

To apply, please e-mail your resume and cover letter to [megan.enns@forestviewchurch.ca](mailto:megan.enns@forestviewchurch.ca)

**Position Title:** Camp Coordinator (3 positions available: May 11, 2026 - August 7, 2026)

The Camp Coordinators will serve an important leadership role within Forestview Day Camp. Each of the 3 team members report directly to the Camp Director, and focus on administration, volunteer recruitment and supervision, training and policy compliance, and camper curriculum. These positions are funded by Canada Summer Jobs Grant.

## **Areas of Responsibility:**

- Responsible for the management and supervision of Forestview Day Camp.
- Create all of our camper Bible Study curriculum and camp programming.
- Assist the Camp Director in supervising staff orientation, training, and camp operations including programming.
- Oversee the daily operations of Summer Programs, including any transportation of day campers during off site trips.
- Encourage staff development through performance evaluations, and in-service activity time.
- Mitigate risk wherever possible and make safety recommendations to the Camp Director.
- Serve as the Camp Director in the event of an emergency where the Camp Director is unavailable.
- Responsible for the registration of all summer day camp participants.
- Accurately record all payments received for registrations and follow-up on outstanding balances.
- Assist the Camp Director in camp operations including budget and parent communications.
- Submit all paperwork, health records, and invoices to the Camp Director in a timely manner.
- Assist in the field trip bookings, including organizing transportation, and ensuring all camper lists are provided on each trip.
- Models appropriate behavior in all interactions with co-workers, staff, and the public, ensuring behavior always aligns with the core values of Forestview Church.
- Demonstrates the ability to maintain and deal with sensitive and confidential situations with professionalism