

Camp Coordinator

Do you have a strong work ethic and are passionate about education and community programs? Be part of a team where you can work for a non-profit organization and make an impact on students to learn more! You can make a difference in the world by giving students the opportunity to access free and affordable educational services!

About Peel Region Educational Services:

Peel Region Educational Services (PRES) is a not-for-profit organization dedicated to providing individuals across the Peel region and beyond with accessible, free, and affordable educational resources. We offer a safe and supportive learning environment designed to inspire, motivate, and empower individuals as they build a strong foundation for personal growth.

About this opportunity:

As a Camp Coordinator at PRES, you will play a pivotal role in ensuring the smooth operation of weekend and summer camps by managing both administrative and on-site responsibilities. Your leadership will help create an engaging, inclusive, and safe environment where campers can learn, grow, and develop confidence, teamwork, and cultural awareness.

Key responsibilities are as follows:

- Organize camp schedules, coordinate camper registrations, and manage required materials and supplies
- Collaborate with the Camp Director to design and implement camp programs aligned with PRES's mission
- Use tools such as Monday.com to maintain organization, track tasks, and support program delivery
- Supervise campers during activities to ensure safety, engagement, and well-being
- Lead activities such as arts and crafts, STEM projects, team-building games, and outdoor recreation
- Address challenges or behavioural concerns promptly and professionally
- Assist with staff training sessions and ensure team readiness to deliver high-quality programs
- Monitor staff performance and provide support to promote positive teamwork and program success
- Assess camper participation, skill development, and inclusion efforts to ensure equitable access for all youth

- Maintain safe camp environments by enforcing safety protocols and providing first aid when necessary
- Ensure facilities, equipment, and activity spaces are organized and well-maintained
- Promote diversity, mental wellness, and youth empowerment in all camp activities
- Deliver day camps (e.g., March Break Camp, Weekend Camp, and Summer Camp) and other virtual and in-person educational programs across the Greater Toronto Area

Requirements:

- Experience in camp coordination, youth programs, recreation, or education
- Strong leadership, organization, and communication skills
- Ability to supervise children and youth while promoting an inclusive and safe environment
- Experience planning or leading activities for diverse age groups
- Standard First Aid with CPR-C certification (must be obtained before first day of work)
- Ability to work full-time including weekdays and one weekend day depending on assigned scheduling
- Ability to travel across the Greater Toronto Area including Peel Region and Toronto
- A valid Standard First Aid with CPR-C certification and a clear Vulnerable Sector Check are required prior to start date (not reimbursed).
- Candidates must be between 15-30 years of age, a Canadian citizen/permanent resident/refugee protection status, and have a valid SIN.

Assets:

- Experience leading camps, events, community programs, or youth recreation activities
- Knowledge of administrative or coordination platforms (e.g., Monday.com)
- Experience working with diverse or underrepresented communities
- Multilingual abilities in reading, writing, speaking, and listening
- Access to a vehicle and a valid G2/G Ontario driver's license

This is a fully in-person position. Salary ranges from \$18-26/hour, dependent on experience, skills, education, and role.