**Job Posting –Summer Camp Coordinator**

**Job Title: Summer Camp Coordinator**

**Potential Start Date**: June 7, 2021 (flexible)

**Potential End Date:**July 30, 2021 (flexible)

**Location**: Peterborough, ON

**Duration**: 8 weeks

**Rate of Pay**: $15.00 per hour

**Number of Positions**: 1

**Eligibility to apply:**

1. **is between 15 and 30 years of age (inclusive) at the start of employment;**
2. **is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act\* for the duration of the employment; and**
3. **is legally entitled to work according to the relevant provincial / territorial legislation and regulations.**

**The Kawartha-Haliburton Children’s Foundation (KHCF)** offers enrichment programs and emergency supports for former in-care youth, and children and families currently involved with the Kawartha-Haliburton Children's Aid Society.

The **Summer Camp Coordinator** is responsible for processing summer camp applications for children involved with the Kawartha-Haliburton Children’s Aid Society, but with no interaction with the children. Last year, due to COVID-19 pandemic, an alternative Soaking Up Summer program was created to encourage children and youth to engage in healthy and fun outdoor activities which will run again, in addition to the Summer Camp Program.

. The work will be primarily 9 – 5 Monday to Friday and working both remotely from home and in the foundation office in Peterborough following proper COVID-19 protocols. Excellent communication, literacy and organizational skills are required.

**Key Responsibilities:**

* processing camp applications from KHCAS social workers and ensuring the completeness of forms
* emailing the applications to applicable camps
* contacting the camps and workers if difficulties arise
* maintaining a record of the cost of all registrations
* ensuring all invoices are accurate before forwarding them for payment
* assisting with the transportation and sorting of equipment and toy purchases
* ensuring the distribution room is well stocked
* scheduling pickup times with KHCAS staff
* preparing a Summer Camp report for presentation to the KHCF Board of Directors

**Required Skills and Experience:**

* Must have the ability to lift large boxes up to 50 lbs.
* Advanced literacy and ability to write using clear language
* Knowledge of computer design and layout, and word processing software
* Strong computer filing and management skills
* Excellent communication and interpersonal skills, ability to use diplomacy and tact
* A quick learner with good organizational and time management skills
* Ability to take direction, work well within a team and manage independent assignments

**Other Requirements:**

* A valid G2 Licence;
* Valid police reference check; and
* Willingness to sign KHCAS and KHCF Confidentiality forms

Please submit your résumé and cover letter via email to:

daben@k-hchildrensfoundation.com

**Attention: Executive Director**

Kawartha Haliburton Children’s Foundation

1100 Chemong Road

Peterborough, Ontario K9H 7S2

**The deadline for applications is May 25, 2021 at 5:00 pm.**

Only candidates chosen for an interview will be contacted.

*The Kawartha-Haliburton Children’s Foundation is an equal opportunity and accessible employer.*