

Position:	Summer Camp Coordinator
Department:	Community Development – Parks and Recreation Division
Reports to:	Summer Recreation Intern
Status:	Full-Time; Seasonal: June 15 to August 21, 2026
Location:	Various Locations in Antigonish
Salary:	\$17.75/Hour

General Accountability

Reporting to the Summer Recreation Intern, this person will assist in summer camp planning, registration, and general duties pertaining to the delivery of summer recreation camps and programs.

Working Conditions and Physical Environment

The majority of the workday will be spent in various locations as per the camp schedule, however the home base will be Antigonish Club 60 with some time at Town Hall.

Working Relationships

Internal: Must have a good working relationship with the Summer Recreation Intern, Summer Camp Leaders and Town of Antigonish Community Development staff. External: Must have a good relationship with the camp participants, and parents/guardians when called upon.

Responsibilities

- Provides direction to and supervises Camp Leaders including training and on-site supervision.
- Monitors day to day operations of summer programs.
- Schedules on-site staff for Camps and special events/trips.
- Enforces health and safety procedures.
- Distributes notices pertinent to the Summer Recreation Programs i.e. Notices to parents.
- Order program supplies for the summer recreation programs.

Qualifications

- Enrollment in post secondary programming related to Children and Youth. For example, Bachelor of Education, Human Kinetics, or Recreation Degree.
- Must have experience in leading children/youth programs.

Additional Skills and Abilities

- Must be highly organized.
- Must be able to work both in a team environment as well as independently.
- Must have knowledge in program development and lesson planning.
- Must have experience in leading children/youth programs.

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- Must have excellent conflict resolution skills.
- Must have good communication skills.
- Must be proficient in computer skills (Word, Excel, Publisher).

Special Requirements

- Must provide a recent Criminal Record check with Vulnerable Sector Check
- Must have a valid First Aid/CPR certification;
- Valid driver's license (access to a vehicle is an asset)

To Apply

Interested candidates should submit a resume along with an accompanying cover letter by 12 noon, Thursday, April 16 , 2026 to the attention of Alana MacKay at jobs@townofantigonish.ca Please include the title of the position you are applying to in the subject line of the email.

Applications submitted beyond the closing date and time, or incomplete applications, will not be accepted. We thank all applicants for their interest, however only candidates selected for interviews will be contacted.

