



## EMPLOYMENT OPPORTUNITY

- Position:** Summer Day Camp Assistant Coordinator
- Wage:** \$18.00-\$19.00 per hour depending on experience
- Hours:** 35-40 hours/week for 5-6 weeks in July and August
- Deadline to Apply:** March 25, 2026

The Town of Balgonie is accepting applications to fill a seasonal position of Summer Day Camp Assistant Coordinator. The position is responsible for leading and providing appropriate supervision of participants for the Town of Balgonie Summer Day Camp Program and is responsible for filling in when the Camp Coordinator is unavailable. The period for employment will occur between July and August, 2026 and will be approximately 5-6 weeks in length.

Duties include but are not limited to:

- Supervising the activities of the Balgonie Summer Day Camp Program to ensure due care, safety and security of participants.
- Working closely with the Camp Coordinator and other Leaders to plan and implement varied recreational programs involving crafts, active games, calming activities, sports and special events for children.
- Maintaining daily records of attendance, program activities and incident reports.
- Maintaining behavioural reports and communicating with the parent/caregiver about their child's behaviour when the Camp Coordinator is unavailable.
- Sustaining and preserving inventory of program supplies.
- Communicating, interacting and engaging with children and their parents/caregivers on a daily basis.
- Other duties assigned by the Summer Day Camp Coordinator and/or Town Superintendent.

Qualifications:

- Applicants must be 16+ years of age;
- Applicants must have experience working with children 5 to 10 years of age;
- Criminal Record Check (Vulnerable Sector included) is required;
- Standard First Aid/CPR is required (CPR C is preferred);
- Work with minimal supervision;
- Strong communications skills;
- Applicants who are seeking/have obtained a certificate in ECE or a degree in Education is an asset; and
- Valid Driver's License is an asset.

Please forward a cover letter and resume including qualifications, experience and references as follows:

**E-mail:** general@balgonie.ca

**In Person:** D-129 Railway Street E., Balgonie, SK  
Monday – Friday from 9:00 a.m. – 12:00 p.m. and 1:00 p.m. – 5:00 p.m.

**Mail:** Town of Balgonie  
PO Box 310  
Balgonie, SK S0G 0E0