



EMPLOYMENT OPPORTUNITY

- Position:** Summer Day Camp Coordinator
- Wage:** \$19.00-\$22.00 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 Coordinator. The position is responsible for coordinating hours for other Camp Leaders, leading the daily activities and providing appropriate supervision of participants for the Town of Balgonie Summer Day Camp Program. 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:

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

Qualifications:

- Applicants must be 18+ 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