

Job Title: March Break Camp 2026 - Camp Coordinator

Req ID: 25851

Vacancy Type: Part-Time

Number of Positions: 1

Closing Date: November 3, 2025

Job Summary

Responsible to supervise, coordinate and administer a comprehensive camp program to meet the needs of all participants. Responsible for pre-camp planning for weekly themes, etc., and responsible for delivering training to front-line staff. Provide on-going support, direction and assistance to Senior Summer staff to enhance program knowledge and leadership skills.

Effectively provide quality customer service and act as a knowledgeable resource to customers, staff and volunteers. Visit programs daily provide direction and ongoing coaching to enhance front line staff program knowledge, teaching techniques and program planning skills.

Learn more from Paige on what it is like to be a [Camp Leader](#) at the City!

Duties and Responsibilities

- Prepare and Administer mid-term and final evaluations (Senior Staff, Site Leader, Pros, Sports, Leader positions)
- Schedule staff weekly for camp coverage
- Facilitate staff meetings
- Performance manage (Senior Staff, Site Leader, Pros, Sports, Leader positions) in conjunction with Full Time Supervisor.
- Track staff training & qualification (Senior Staff, Site Leader, Pros, Sports, Leader positions)
- Coordinate equipment & craft supply orders and complete inventory
- Coordinate weekly pizza orders
- Develop & facilitate sessions for Leader Conference and on-site training
- Hire, train & schedule volunteers
- Provide updates to parents daily

- Administer Medication program
- Complete Quest 2 Evaluations
- Review submitted weekly lesson plans from camp leaders
- Supervise camp programs at up to 7 off site/satellite locations
- Point of contact with program visitors
- Trip camps – coordinate on site trip location for safety and supervision

Skills and Qualifications

- Secondary School Graduation Diploma
- 2 years minimum experience of supervising part- time staff in a recreational camp setting
- Prefer background in Recreation and Leisure, Early Childhood Education, Youth Worker or equivalent, previous camp experience
- Class G Driver's License with 3 years driving experience with a clean driving record
- Access to a vehicle on a daily basis is required
- Emergency First Aid / CPR B certificate
- Criminal Records Search, Vulnerable Sector Screening that is acceptable to the City of Mississauga
- HIGH FIVE ® Principles of Healthy Child Development and QUEST 2 certification.
- Light lifting of supplies
- Primarily community centre environment at multiple locations. Regular site visits.

Hourly Rate/Salary: 20.98 – 25.60

Grade: PD

Hours of Work: up to 40 hours per week

Work Location: Various Community Centre locations throughout Mississauga

Department/Division/Section: CMS/Community Services Dept , CMS/Recreation & Culture Division , Program Delivery

Non-Union/Union: Non Union

Applicants applying to this posting may be considered for the same position(s) should another vacancy occur within six months from the date of this posting, unless the requirement to repost is expressed differently in a Collective Agreement.

If you are selected for an interview and your proposed transfer or promotion results in a real or perceived conflict of interest in relation to the Employment of Relatives Corporate Policy and Procedure, you must notify the Human Resources Representative as soon as possible.

If you are selected for an interview you are expected to disclose all current positions held in the City, whether full time or part time.

Equity, Diversity and Inclusion

The City of Mississauga is committed to creating a respectful and supportive workplace that fosters a culture of equity, diversity and inclusion which broadly reflects the communities and residents we serve. Throughout the employee life cycle, the City is working to include an EDI lens to attract, retain and support the growth of diverse talent.

Learn more about the City's commitment to [Equity, Diversity and Inclusion](#).

Accommodations

The City of Mississauga is an Equal Opportunity Employer and is committed to removing barriers in our selection process for people with visible and invisible disabilities. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the City of Mississauga will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities.

If selected to participate in the recruitment, selection and/or assessment process, please inform Human Resources of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.