

## **Job Posting: Student Position**

### **Camp Office Lead: Summer Camp 2026**

Join our Summer Camp 2026 team as **Camp Office Lead!** As the Lead, you will oversee the camp office team and ensure smooth daily administrative operations. In this role, you'll manage camp records, support client interactions, and help keep the office organized—all while assisting camp supervisors and staff as needed. This is a leadership-focused role for someone who enjoys organization, problem-solving, and providing excellent customer service. You'll gain valuable experience managing a team, coordinating administrative tasks, and contributing to a positive experience for campers, families, and staff.

#### **Hiring: Up to 3 Positions**

#### **Requirements & Qualifications:**

- Experience in administrative or customer service setting
- Experience working with children and/or a community setting is a preferred
- Strong organizational and time management skills
- Excellent communication and interpersonal abilities
- A proactive, solution-focused attitude
- Bilingual, English and French, an asset

#### **Wages for Camp Office Lead:**

- \$720 per week

#### **Education/Certifications:**

- You must be a student (students must be returning to school in the fall)
- Completion of high school
- Standard First Aid & CPR C in good standing during summer season
- HIGH FIVE: Principles of Healthy Child Development certification
- Vulnerable Sector Police Records Check (within 6 months) for those 18 years of age and older

#### **Scheduling:**

- Must commit to working Monday-Fridays, flexible shifts starting at 7:00am or ending at 6:00pm

#### **Mandatory Staff Trainings:**

- New staff orientation: Wednesday, June 3, evening
- All-Staff Training 1 of 2: Saturday, June 6, all day
- All Staff Training 2 of 2: Saturday, June 20, all day

#### **Application Steps:**

If you're ready to join our team, please submit your resume along with a brief cover letter telling us why you're interested in this position and what you would bring to our camp team. Send your materials to [jobs@dovercourt.org](mailto:jobs@dovercourt.org) by March 7th, with the job title in the subject line.

We can't wait to hear from you!

*The Dovercourt Recreation Association promotes the principles of diversity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. We encourage applications from members of Indigenous, Black and other racialized communities, persons with disabilities, women and non-binary persons, persons of all ethnic origins, religions, sexual orientations, classes, gender identities and expressions. For more information about Dovercourt and our camp programs, please visit [www.dovercourt.org](http://www.dovercourt.org)*