



Kids Camp Director

DATES OF EMPLOYMENT

Approx. May 26 - July 27 2025 (8 weeks)

35 per week

ACCOUNTABILITY:

- Report to the Director of RIDGEKIDS

KEY RESPONSIBILITIES:

DAY CAMP

- Planning and directing of one week-long day camp for kids entering gr. 1-5
 - Assist in set decoration, preparation of crafts, and daily lessons
Arrange with Operation Christmas Child for additional crafts to be made by campers for shoebox donations
 - Oversee camp registration and related administration
 - Assist the Director of RIDGEKIDS with recruitment and training of volunteer staff (leadership development)
 - Ensure there are volunteers able to provide 1:1 support for children who need it
 - Liaise with the Aloutte Men's Shed to help with set design and décor projects for camp
 - Participate in meetings for all music and skit components
- Support RIDGEKIDS Jr. & Families Intern (0-5-year-old's) and RIDGEKIDS & Families Intern (Gr 1-5) who will be assisting with day camp
 - Execute weekly meetings to plan and prep activities, crafts, and programming with the other interns on what will be happening with the age groups they oversee during day camp
 - Ensure that the other interns are prepared and equipped to effectively run their portions of day camp

GENERAL RIDGEKIDS & RIDGEKIDS JR. PROGRAMS

- Manage weekly Sunday morning program components
- Support communication with RIDGEKIDS volunteers and parents
- Various communication duties (social media, website, promotion of children's programs through internal and external means)

- Assist with training and recruitment of volunteers
- Assist with development and arrangement of curriculum

OTHER EVENTS

- Assist with the planning of other summer events for Families (Family Day Out, Summer Swing, etc.)
 - Prep programming, materials and communication for families
- Attend each summer event and run the programming for families (dates to be determined)

COMPENSATION

\$19.15 per hour (inclusive of 4% vacation pay)