

## **Job Posting:** Summer Camp & Family Support Services Coordinator (Seasonal)

The Calgary Military Family Resource Centre is a non-profit, charitable organization dedicated to the support and enrichment of Canadian Armed Forces members and their families.

### **Our Vision**

*Engaged and resilient Canadian military and veteran families.*

### **Our Mission**

*Support and empower military and veteran families, through connection within our community.*

### **Our Values**

*The Calgary MFRC is committed to the following ethical values to meet the mission:*

- **Service** - *Our military family community is at the heart of everything we do. We listen, adapt, and deliver. When we work hard, respond with urgency and act in service to others, we create a lasting and positive impact.*
- **Unity** - *Together, we are stronger. We believe that individual differences strengthen our community, and we embrace the evolving definition of family. We approach our work with a collaborative mindset and nurture relationships based on equality and inclusion.*
- **Impact** - *We care deeply about the work we do and the people we serve. We are dedicated to building resilience and constantly seeking new ways to deepen our impact. We're empowered to make decisions that are best for the long-term health of the military family community we serve.*
- **Integrity** - *We act truthfully, operate honourably, and do the right thing always. We support and share responsibility with the members of our team, showing empathy and respect along the way. We build trust through transparency, confidentiality, and open communication.*

Position Type: Seasonal / Contract

Term: April 1- August 28, 2026

Reports to: Executive Director

Location: 4225 Crowchild Trail SW

Work week: Monday – Friday & occasional weekends as required, 37.5 hours

Work Arrangement: In-office and on-site (not a remote position)

## **Position Overview**

The Summer Camp & Family Support Services Coordinator is a seasonal role responsible for the planning, coordination, and delivery of safe, engaging, and well-organized summer camp and child programming. This role leads the preparation and execution of three weeks of summer camps, oversees volunteers and youth participants, manages camp logistics and budgets, and ensures all programming adheres to established Standard Operating Procedures (SOPs).

This position also provides event and program support across the organization and works collaboratively with team members to ensure a positive experience for children, youth, families, volunteers, and staff.

## **Key Responsibilities**

### **Program Planning & Delivery**

- Plan, organize, and deliver three weeks of summer camp programming, including daily schedules, activities, and engagement strategies.
- Ensure all programming aligns with organizational values, safety standards, and Standard Operating Procedures.
- Oversee day-to-day camp operations and ensure a safe, inclusive, and positive environment for all participants.

### **Budget & Supplies**

- Develop and manage the summer camp budget, ensuring expenses remain within approved limits.
- Source, procure, and manage camp supplies and materials in a timely and cost-effective manner.
- Track expenses and maintain accurate records.

### **Staff & Volunteer Coordination**

- Coordinate camp details and schedules with internal staff.
- Identify volunteer roles and responsibilities related to summer camps.
- In collaboration with Volunteer Coordinator, recruit, orient, schedule, and supervise volunteers.
- Oversee part-time camp staff.
- Provide guidance, oversight, and support to volunteers throughout the camp period.

### **Youth & Family Engagement**

- Supervise children and youth participating in camps, ensuring appropriate behavior, engagement, and safety.
- Communicate regularly with parents and caregivers, providing updates, information, and addressing questions or concerns in a professional and timely manner.
- Proactively manage and resolve potential conflicts in a calm, fair, and supportive manner, promoting a safe, respectful, and inclusive camp environment.

### **Compliance & Safety**

- Ensure adherence to all policies, procedures, and safety requirements related to summer camps and child programming.
- Maintain appropriate documentation and incident reporting as required.

### **Additional Duties**

- Provide event support for other organizational events and activities.
- Support team members with program delivery and administrative tasks as needed.
- Prepare after action reporting.
- Participate in planning meetings and contribute to a collaborative team environment.
- Other duties as needed.

### **Qualifications & Requirements**

- Demonstrated experience working with children and youth, including supervision in group settings.
- Strong organizational and time-management skills with the ability to manage multiple priorities.
- Friendly, approachable, and easy-going demeanour with excellent interpersonal skills.
- Event coordination experience.
- Excellent computer skills, including Microsoft Excel and Outlook.
- Ability to work independently while collaborating effectively with a team.
- Valid First Aid and CPR certification (or willingness to obtain prior to start).
- Clear Police Information Check with Vulnerable Sector Search (required).
- Valid driver's licence with a clean driving record.
- Ability to lift up to 25 pounds (e.g., camp supplies and equipment).
- Experience coordinating volunteers is an asset.

### **Working Conditions**

- Seasonal role with extended days during camp weeks.
- Work includes outdoor programming and activities in varying weather conditions.
- Physically able to participate in camp activities, supervise children and youth, and support program set-up and take-down.



- Variable hours, including daytime programming and occasional extended hours for camps and events.
- Occasional evening or weekend work.

### **How to Apply**

Interested candidates are invited to submit a resume and brief cover letter outlining their experience and interest in the role to [info@CalgaryMFRC.ca](mailto:info@CalgaryMFRC.ca). This position will remain open until a suitable candidate is found.