

## Day Camp Coordinator- Summer 2026

**Location:** Various YMCA Camps across Hamilton, Burlington and Brantford, Ontario

**Position Type:** Seasonal Contract (February 2026 to September 2026)

**Hourly Rate:** \$24.50 per hour

**Work Hours:**

\*February 2026 - March 2026: a part time work schedule up to 25 hours per week; remote work subject to operational needs. Evenings will be required.

\*April 4, 2026- September 4, 2026: a full-time work schedule based on Monday- Friday. 40 hours per week. Evenings may be required.

**Position Overview:**

The Day Camp Coordinators work directly with and report to the Day Camp Manager. Day Camp Coordinators provide leadership, coordination and hands-on support across multiple day camp locations ensuring safe, inclusive and developmentally appropriate camp experiences for all campers. Acting as a key part of the Day Camp team, Coordinators directly manage 2-8 senior staff, day camp counsellor teams, and Inclusion teams. This role ensures high quality program delivery, strong staff leadership and support, and exceptional parent/guardian communication.

Day Camp Coordinators contribute to the recruitment, hiring, training and coaching of camp staff, oversee program quality and organization, and help lead inclusion support at all locations. This role plays a major role in planning, implementing and evaluating all aspects of a day camp season.

**From February – March 2026,** Camp Coordinators focus on recruitment, staffing, and planning for the upcoming camp season. This includes designing programming, organizing training for senior staff, and preparing both community and outdoor camp teams. Coordinators will participate in interviews often during the evenings. This time will also include promotional events for Day Camp.

**From April - August 2026,** Camp Coordinators work closely with the Day Camp Manager to deliver Camp training. Coordinators will work to ensure the successful implementation of high-quality programming at their camp sites. Key responsibilities include camp training, budget management, staff support, parent communication, and behavior management. Coordinators act as the first point of contact for Senior Staff and counselors.

**Day Camp Coordinator – Community Camps (Hamilton/Burlington)**

- This role oversees two camp locations: Queen Victoria Public School (Hamilton) and Tansley Woods Community Centre (Burlington). Responsibilities supporting both sites, with approximately 100 campers per site. This position directly supervises three senior staff at each location and 10-18 Day Camp Counsellors. Regular travel between sites is required.

**Day Camp Coordinator – Outdoor Camps (Christie Lake Conservation Area)**

- This role oversees two camp sites at Christie Lake Conservation Area, managing approximately 400 campers per week and directly supervising a senior staff team of 10 and a counsellor team of 60. This position starts and stops at Christie Lake Conservation Area.

**Day Camp Coordinator – Inclusion at Camp (All Locations)**

- This role focuses on coordinating the 1:1 Inclusion Program (Helping Hands) and supporting diverse camper needs, particularly those requiring a 1:1 ratio. This includes completing intakes for new and returning families, creating support plans for campers to be successful at camp and managing a staff team of approximately 15 counsellors. This position requires regular travel between all three locations.

This is a great opportunity for an individual with a high level of interest in working with the YMCA HBB as a charitable organization.

**What You'll Do:**

- Recruit, train, and mentor all staff and volunteer team members for the purpose of delivering excellence in customer service.
- Provide direct supervision of Day Camp staff, program participants and volunteers.
- Responsible for the scheduling, performance management, and onboarding for Day Camp Staff
- Maintain a high level of customer service responding to parent questions and concerns in a timely manner, resolving parent/guardian escalations respectfully.
- Act as a positive role model for campers and staff by following YMCA Day Camp policies, and Ontario Camping Association Standards.
- Coordinate and deliver pre-camp promotional events and opportunities.
- Assist with the development of operational plans and budgets for the YMCA Day Camp program.
- Contribute to a culture of inclusion and provides strategies and develops plans to help campers to be successful in 1:10 ratio.

**What You'll Bring:**

- 3 years post-secondary education in Child and Youth Studies, Recreation and Leisure or a related field or in progress
- Supervisory experience (team of 8+ staff) ideally in a multi-site day camp or recreational setting.
- Experience working with children and youth with disabilities; experience supporting inclusion is an asset
- Minimum 2-3 year's experience working in child- or youth focused programs; camp experience strongly preferred
- Strong interpersonal, communication, and problem-solving skills.
- Time management skills - must be able to plan, organize, and prioritize.
- Computer skills using Microsoft Office, email, and/or internet applications.
- Knowledge of Child Development and related "new" research, and its application in children's recreational programs.
- Knowledge of community trends.
- Knowledge of Day Camp standards and evaluation tools.
- Current Standard First Aid and CPR (Level C) certification.
- A current and satisfactory Police Records Check with Vulnerable Sector Check (VSC)
- **A valid Driver's license and access to reliable personal transportation to travel is required for this position.**

**A Major Asset If:**

- You have supervisory experience in a day camp or overnight setting, preferably with multiple locations
- Background in education, and working with campers with different accessibility needs
- You have experience with Camp Brain and Microsoft Office applications

**Ready to Make a Difference?**

The YMCA is a charity that ignites the potential in people. #YSavesLives starts with building a strong community. If you're passionate about creating a vibrant and healthy community where everyone thrives, we want to hear from you!

**Interested in applying?** Please submit your resume to: AJ Phillips, Day Camp Manager at [aj.phillips@ymcahb.ca](mailto:aj.phillips@ymcahb.ca) by January 30, 2026.

The YMCA of Hamilton | Burlington | Brantford is committed to creating an inclusive, diverse, equitable and accessible environment. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or neurodiversity. We understand the social barriers preventing individuals from applying for open roles. We encourage those from the Indigenous, 2SLGBTQIA+, BIPOC, and Disabled communities to apply. If you need any accommodation throughout the recruitment process, please do not hesitate to contact our People, Leadership and Culture Department [plc@ymcahb.ca](mailto:plc@ymcahb.ca)