



Newmarket African Caribbean Canadian Association
Position Description (35 hrs/per week - \$22 per hr)

Position Title: Camp Leader

Reports To: Camp Supervisor

Position Summary

The Kuumba Camp Leader is responsible for the planning, coordination and delivery of safe, engaging and culturally responsive camp programming. This role provides leadership to staff, supports camper well-being and ensures a high-quality camp experience for children, youth and families.

Duties and Responsibilities

- Provide on-site leadership and supervision to Arts and Recreation Leaders and volunteers
- Plan, coordinate and implement daily camp programming and special events
- Ensure the safety and well-being of all campers through active supervision and adherence to policies and procedures
- Conduct facility checks and address health and safety concerns
- Support staff through coaching, guidance and performance feedback
- Manage daily camper operations including attendance, transitions and parent communication
- Respond to incidents and emergencies, including administering first aid and completing reports
- Maintain program documentation, inventory and supply coordination
- Liaise with NACCA leadership and administrative team
- Support camp set-up and take-down, ensuring spaces are safe and organized

Supervision Requirements

Position Supervised Directly: Arts and Recreation Leaders

Positions Supervised Indirectly: Volunteers

Qualifications

- Post-secondary education in Child and Youth Work, Recreation, Early Childhood Education, Social Work or related field (or equivalent experience)
- Experience working with children and youth, particularly within Black and African diaspora communities
- Demonstrated leadership and supervisory experience

- Strong communication, organizational and problem-solving skills
- Current Standard First Aid & CPR-C (required)
- Vulnerable Sector Check (required)
- Additional certifications (Mental Health First Aid, HIGH FIVE, Crisis Prevention and Intervention, etc.) are assets

How to Apply:

Application and Hiring Process

Qualified applicants should forward a cover letter and resume indicating “Application for Camp Leader” in the subject line to: hr@naccacommunity.ca

NACCA thanks all applicants for their interest. Only those selected for an interview will be contacted. NACCA is an equal opportunity employer and applicants from Black and other equity-deserving communities are strongly encouraged to apply.

Eligibility Requirements (Canada Summer Jobs)

To be eligible, applicants must:

- Be between 15 and 30 years of age at the start of employment
- Be a Canadian citizen, permanent resident or person with refugee protection under the Immigration and Refugee Protection Act
- Be legally entitled to work in Canada

This position is funded by the Government of Canada through the Canada Summer Jobs program.