**City Explorers Camp Manager – Sport & Recreation Department**

The Zatzman Sportsplex, built in 1982, is a family-focused health, fitness, and recreation complex that serves Dartmouth’s communities and all regions of the Halifax Regional Municipality. The facility hosts a variety of facilities and services including a double gymnasium, a large fitness centre, community spaces, two swimming pools, an NHL sized arena with seating for 3,000 people, and so much more. In addition, the facility also sponsors a large-scale community outreach and accessibility program to reduce barriers and ensure that everyone in our community can play at the Sportsplex.

Diversity is a primary value of the Zatzman Sportsplex. As an equal opportunity employer, we consider individual talents, skills, and unique perspectives to provide the best service to our vibrant community. The Zatzman Sportsplex is seeking a positive and energetic person for the position of Summer Camp Counsellor to join our team.

Job Summary:

We are seeking an enthusiastic and experienced individual to oversee the daily operations of our City Explorers camp. The successful candidate will be responsible for managing a team of counsellors and creating a safe, fun, and educational environment for campers aged 11 – 13.

Key Responsibilities:

* Manage all aspects of the City Explorers camp, including participant intake, program planning and point of contact responsibilities.
* Ensure the safety and well-being of all campers and staff by enforcing camp policies and procedures and responding appropriately to emergencies.
* Develop and implement creative and engaging programming that meets the needs and interests of campers aged 11 – 13.
* Train and supervise a team of camp counsellors.
* Build positive relationships with campers, staff, and parents/guardians.
* Provide regular communication and updates to parents/guardians regarding camp activities and their excursion schedule.

Qualifications:

* University/college student in a related field.
* Experience managing summer camps, programs, or similar programs.
* Strong leadership and management skills.
* Excellent communication and interpersonal skills.
* Proficiency in Microsoft Office programs.
* Ability to work in a fast-paced, dynamic environment.
* Ability to handle emergency situations calmly and effectively.
* First Aid/CPR and WHMIS Certifications are an asset.

To apply:

Please submit your resume and cover letter to Laurel Myers, myersl@halifax.ca. Applications can also be dropped off at the Zatzman Sportsplex to the attention of Laurel Myers. We will contact qualified candidates for interviews. The submission deadline for applications will be March 22nd, 2024 at 5pm. Thank you for your interest in joining our team!