



## Summer Student Employment – Shuniah Summer Day Camp Supervisor

Situated on the eastern border of Thunder Bay, Ontario, the Municipality of Shuniah is a beautiful oasis serving primarily as a rural bedroom community to Thunder Bay. The Municipality and its Administrative Staff and Council Members work together to build a safe, clean, friendly, and prosperous future. We are committed to providing the highest quality of life and building a healthy rural community by delivering essential services through responsible leadership, planning, and effective management of municipal resources.

We currently seek a Day Camp Supervisor who will develop and supervise a day-camp program that will strive to encourage youth engagement and development through a variety of active and hands-on activities, and initiatives that inspire exploration and creativity. The Day Camp program will strive to boost children's mental and physical and wellness and encourage social connections with other youth and the community.

### JOB DESCRIPTION

#### **Position Summary:**

Under the general guidance and direction of the Community Services & Events Coordinator (CSEC), the Day Camp Supervisor will maintain regular communication but must demonstrate the ability to work autonomously, in a safe and respectful manner, while performing various tasks as required.

#### **Responsibilities:**

- Plan and facilitate day camp programming for youth
- Identify strengths and gaps in day camp programs and propose new solutions
- Organize & develop work plans, project budgets and schedules with support from the CSEC
- Share weekly program and work plans, attendance and notes with CSEC
- Support the Day Camp Counselor hiring process
- Support the CSEC in training the Day Camp Counselors

#### **Additional Expectations:**

- The Day Camp Supervisor will begin training, program planning and preparation with support and guidance from the CSEC starting April 27<sup>th</sup>-30<sup>th</sup>, 2026. It is expected that the Supervisor will commit to 7-10 hours of work on a weekly basis

until the start of the first week of the day camp program, with an exception of working extra hours during the week prior to the first week of the day camp program. The supervisor will track hours worked before the Day Camp program start date and submit them to the CSEC on a bi-weekly schedule

- The Day Camp Supervisor will follow the work plan provided to them and meet with the CSEC on a weekly basis

### **Skills & Qualifications:**

- Currently enrolled in program focusing on experiential education, outdoor recreation, hospitality & tourism, recreation & leisure studies or similar and intends to return to school on a full-time basis during the next academic year;
- You are between 15 and 30 years of age at the start of employment; a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act\*; and is legally entitled to work;
- Must have a valid driver's license and access to a reliable vehicle;
- A satisfactory criminal record check and vulnerable sector search
- Have current Standard First Aid/CPR Certification or willingness to obtain ;
- Knowledge of Health & Safety Standards;
- Ability to organize & develop work plans, project budgets and schedules
- Ability to work without direct supervision as well as integrate experiences within a team;
- Open communicator;
- Passion for creating fun, safe activities for children and families.

### **Duration:**

The Supervisor will commit to 7-10 hours of program planning and training per week throughout May-June, 2026. Staff training will take place in the last week of June, 2026. Shuniah Day Camp programming will begin the first week of July, 2026 and run until mid-August, 2026. Staff are expected to work 8-9 hours per day.

### **Rate:**

**\$23.20/hr**

### **How to apply:**

Please submit a cover letter and resume along with three references to [csec@shuniah.org](mailto:csec@shuniah.org).

**Deadline to apply: April 22nd, 2026 @ 11:59 pm**