

## **Summer Employment Opportunity - Recreation Camp Coordinator**

Application deadline – May 12, 2025

We will review resumes as they are received and will offer the position as soon as a suitable candidate is found.

Plast Ukrainian Youth Association of Canada (Plast Canada) is seeking to hire a **Recreation Camp Coordinator** to assist with administrative needs of Plast Canada's 2025 Summer Jamboree (camp). There is one position available. This job is funded by the Government of Canada through the Canada Summer Jobs program.

### **To be eligible, candidates:**

- must be between 15 and 30 years of age at the start of the employment
- must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act\*
- must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- should have knowledge of Plast programming, camps or an interest in a career in program development, education, recreational program management, administration or similar
- should have valid standard first aid or are willing to undergo first aid training

*\*International students and those on CUAET visas are not eligible.*

**Duties:** Reporting to the Camp Directors and President, Plast Canada, the Recreation Camp Coordinator will work in cooperation with Plast Canada office staff, camp organizers, counsellors, volunteers, and vendors to ensure the needs of the camp are met. This includes, but is not limited to, maintaining and organizing camp materials and budget, reviewing and updating policy documents and assisting with the overall camp program organization.

In cooperation with the organizing committee:

- assist with the camp registration process and provide administrative support
- assist with coordinating logistics of camp activities
- provide support with budget tracking, fundraising, and monitor expense reimbursements
- schedule activities, keep logs, maintain records and prepare reports
- assist volunteer training and orientation
- enforce safety rules and regulations, according to Plast Canada and camp area policies
- monitor recreational and sports activities at camp to ensure safety and provide emergency or first aid assistance when required
- assist with post-camp analysis and round up
- assist with other Plast Canada administrative tasks

Please note that Plast Canada reserves the right to amend job duties from time to time as may be required for business purposes.

**Requirements:**

- Effective communication skills (written and oral)
- Comfortable in dealing with volunteers and vendors
- Excellent organizational and time management skills, ability to meet timelines
- Knowledge of Word, Excel and ability to operate office equipment - candidate must provide own laptop
- Attentive to detail, responsible and reliable
- Demonstrated ability to work independently, and collaboratively as part of a team
- Knowledge of Plast programs or scouting
- Proficiency in English and Ukrainian
- Must be available from August 8-17, 2025

**Term and working hours: July 2 - August 29** at 30 to 35 hrs per week (280 hrs max). Generally, Monday to Friday during office hours (9am-5pm), however some weeknight and weekend availability may be required.

**Hourly wage:** \$19.00

**Start date:** July 2, 2025 or as early as June 2. Start date is flexible, specifically for those attending novastkyj tabir (young scouts camp)

**End date:** August 29, 2025

**Place of work:** remotely and/or in office at Plast Huculak Centre at 516 The Kingsway, Toronto with potential travel to camp setting as needed.

**To apply:** Applications must include a resume and cover letter describing why you are the ideal candidate for the position. Please indicate your name and "**Recreation Camp Coordinator**" in the Subject line of your email and submit applications and supporting documents to: [kpt2025@plast.ca](mailto:kpt2025@plast.ca)

We thank all candidates who apply; however, only those selected for interviews will be contacted.