



TOWN OF POUCH COVE

Job Advertisement Summer Camp Coordinator

About Pouch Cove

The beautiful Town of Pouch Cove is a coastline community of approximately 2,000 residents with the great fortune of being the “the first to see the sun” in North America. Our Vision, Mandate, and Values are built on the theme of “A Community Built for Everyone” by providing great municipal services with a focus on best practices and cost efficiency; promoting, supporting, and attracting the continued growth and expansion of residential and business development; and championing a rich and respectful culture of positive citizen engagement, community pride, and volunteer spirit.

The Position

The Town of Pouch Cove is currently seeking motivated, energetic, and enthusiastic individuals who enjoy working with children between the ages of 5 and 13 years old. The Summer Camp Coordinator will take the lead in preparing and coordinating schedules for Summer Camp operations while supporting the development of public relations materials. They will assist with Summer Camp activities, manage inventory, and oversee summer staff and program delivery, serving as a key liaison between summer employees and the Community Services Coordinator. Responsibilities also include conducting formative and summative evaluations for all summer staff, writing a final report with recommendations for future programming.

Qualifications:

- Ability to deal with situations, make decisions, and lead a team
- Excellent communication skills with both adults and children
- The ability to problem solve
- Age 20 years and older, attending post secondary
- Experience in camps, working with children and youth
- Must have an updated RNC Certificate of Conduct, including vulnerability check*
- Certified Standard First Aid/ CPR “C”/AED*
- HIGH FIVE ® Principles of Healthy Child Development Certification (asset)

***Not required to apply; however, required before beginning employment for a successful candidate.**

Period of Employment

Starting date in late May

Ending in late August

7:30 am – 5:00 pm

40 hours/week

\$19.00

Application Process

Applications complete with a cover letter and resume can be emailed, in confidence, to Jennifer Langmead, at jenniferlangmead@pouchcove.ca, or delivered to the Town Hall (660 Main Road, Pouch Cove) no later than

Friday, April 24th, 2026, at 4:00 pm.

We thank all applicants for their interest, however, only those candidates being considered for an interview will be contacted.