

### **The Opportunity**

#### **Our Mission**

At the Saint Malo Catholic Camps and as part of the Catholic School of Evangelization, our mission is to provide impactful formation and creative opportunities to encounter the living Christ, the richness of the Catholic Church, and to live a life of vibrant faith proclaiming the Good News by word and witness. Over the last 30 years our camp ministry has served thousands of young people and helped lay a strong foundation of faith in their lives.

#### **Our Team**

Our team recognises the great responsibility we carry in seeking to fulfil God's vision for our camp ministry, and we step forward to answer the call with a firm commitment to personal excellence and accountability to ourselves, each other, and to God. We recognize that working at camps is more than a job, but a calling to serve and to make an impact that will make a difference for generations to come.

#### **About The Role**

In a spirit of prayer and service, the Camp Coordinator is responsible for overseeing the overall camp operation, ensuring everything is well organized and everyone is well supported. They are the first point of contact for all camp staff and volunteers on site and the person that keeps the schedule running smoothly. They are available through the camp season to assist wherever and whenever needed. Working DIRECTLY with the Head Counselor, they ensure that the summer camp program runs at its fullest potential and that all campers and staff are in the safest possible camp environment.

#### **Job Description**

- Collaborate with the Camp Director and Staff Counselors to create and implement camp program content (theme, activities, talk outlines)
- Coordinate and lead all staff training
- Establish and follow the Camp Coordinator timeline with set goals and objectives
- Ensure that camps are running smoothly, including any other responsibilities to ensure the camp program runs at its best potential
- Assist the Camp Director and Executive Director in selecting camp staff and in assigning roles to them
- Lead the Staff Counselor team and keep them accountable to their pre-camp responsibilities
- Ensure camp policy is followed by all staff
- Work within the confines of the camp budget as set by the Camp Director
- Whenever needed, assist the Camp Director with administrative duties
- Promote camps to schools, parishes, and elsewhere with the goal of recruiting more

camper families and staff

- Management and supervision of staff, with pastoral mentoring, and offering appropriate formational opportunities
- Leading the Senior Counselors and keeping them accountable to their pre-camp responsibilities
- Develop camp program content: create camp schedules, activities, develop theme of the summer, talk outlines and all other sessions required for camp
- Make phone calls to parents/guardians for sensitive issues related to disruptive behavior, injuries, and mental health, for both campers and minor camp staff.
- Make decisions on how to move forward with sensitive issues related to disruptive behavior, injuries, and mental health, for both campers and minor camp staff.
- Address conflict between staff members and work towards a resolution.
- Touch base regularly with the Head Counselor, Head Cook, and Head of Maintenance, and meet formally in person no less than 2 days per week.
- With feedback and support from the Camp Director, plan and organize the rest day and wrap-up days
- Oversee the Counselor-In-Training mentoring program
- Other tasks as reasonably assigned

## **Requirements**

- Bilingual an asset (French and English, written and oral)
- Adult over 18 finished high school
- Post-secondary training in theology, youth ministry, or related field an asset
- Experience in Catholic youth ministry an asset
- Experience in administrative work an asset
- Proficient with basic computer skills (Excel, Word, Outlook, PowerPoint) required
- Ability to work full time June 1st, 2026 through August 21st, 2026 required
- Class 5 driver's license an asset
- Clean criminal record check and not on the child abuse registry

## **Position Details**

- Position Starts June 1st, 2026 and ends August 21st, 2026
- \$17.00/hr. with a maximum of 40 hrs per week
- Free room and board when staying on site
- Full reimbursement for all approved work-related expenses
- Reimbursement for all mileage accrued for work-related travel

## **How to Apply**

All interested applicants are encouraged to apply as soon as possible. We will conduct interviews from now till early February, with the hopes of filling the position by March 1st. Please send your resume and cover letter to [director@catholicway.net](mailto:director@catholicway.net). Feel free to call us at 204-347-5396 if you have any questions about this role.