



**Outdoor Day Camp Director**  
**PART-TIME: Seasonal & Weekly Hours**  
**NON-UNION WAGE BAND: \$18-\$20.00/hour**  
Approved: February 1, 2026

**General Position Functions**

The Day Camp Director will act as the Camp staff leader and work in conjunction with the Summer Recreation Coordinator and Manager of Recreation Services to plan, organize, and implement day camp programming. Experience in a similar position and with children and outdoor education is considered an asset. Chosen applicants will have strong interpersonal and communication skills with the ability to work independently and exercise initiative.

The Camp Director will provide leadership to Camp Leaders, establish communication lines with the Summer Recreation Coordinator, oversee daily communication with the parents/guardians of camp participants, and ensure camps have adequate supplies to deliver daily camp activities and oversee the equipment used throughout the summer. The Camp Director will prepare plans and reports (such as incident reports) as required.

**Accountability**

The Outdoor Day Camp Director reports directly to the Manager, Recreation Services and in conjunction with the Summer Recreation Manager.

**Specific Job Responsibilities**

**Program Planning & Delivery**

- Plan, organize, and implement daily day camp programming in collaboration with the Summer Recreation Coordinator
- Ensure camp activities are age-appropriate, inclusive, engaging, and aligned with outdoor education and recreation principles
- Adapt programming as needed to respond to weather, participant needs, and operational considerations

**Staff Leadership & Supervision**

- Act as the primary leader and point of contact for Camp Leaders
- Provide direction, mentorship, and day-to-day supervision of camp staff
- Support a positive, respectful, and team-oriented camp culture
- Address staff issues as they arise and escalate concerns as required

**Communication & Parent Relations**

- Establish and maintain clear communication lines with the Summer Recreation Coordinator
- Oversee daily communication with parents/guardians regarding camp operations, participant needs, and general updates
- Respond to questions or concerns from parents/guardians in a professional and timely manner

**Operations, Equipment & Safety**

- Ensure camps have adequate supplies and materials to deliver daily activities
- Oversee the safe use, care, and storage of equipment throughout the summer
- Monitor participant safety and staff compliance with policies and procedures
- Complete required documentation including incident reports and daily logs

## **Qualifications and Expectations**

### **Required**

- Experience working with children in a camp, recreation, or educational setting
- Demonstrated leadership experience or ability to supervise and support staff
- Strong interpersonal and communication skills
- Ability to work independently, exercise initiative, and problem-solve in a dynamic environment
- Ability to work flexible hours, including early mornings and varying schedules

### **Assets**

- Experience in a similar leadership role within a day camp setting
- Background or experience in outdoor education or recreation programming
- First Aid and CPR certification (or willingness to obtain)

### **Core Competencies**

- Leadership and team development
- Strong communication and relationship-building skills
- Organization and attention to detail
- Sound judgment and decision-making
- Commitment to safe, inclusive, and positive camp experiences

### **Working Conditions**

- Primarily outdoor-based with some administrative duties
- Physically active role requiring standing, walking, and light lifting
- Variable hours based on program needs and special activities

## **Work Schedule**

This position will run from June until August. Pending budget approval, compensation for this 9-week contract is between \$18-20/hr based on a 40-hour week.

## **To Apply**

Please submit your resume and a cover letter outlining your work and volunteer experience. Don't forget to highlight times where you have worked to pull a team together towards a shared goal, why you are interested in this opportunity, what skills you have that you love sharing, and why we should pick you. We read a lot of resumes, so be creative!

Don't forget to indicate in your application which position(s) you are applying for. Resumes, cover letters and three references can be either emailed in a word document or pdf to [recreation@kentville.ca](mailto:recreation@kentville.ca).

**Please ensure that cover letters, resumes and references are merged into one document.**

Successful candidates must provide proof of a cleared vulnerable persons check (depending on age of candidate) prior to start date.

The Kentville Parks and Recreation Department thanks you in advance for your interest in summer employment with the Town of Kentville. Only those applicants selected for the interview process will be contacted. For clarification on the application process or for more information please contact by email: [recreation@kentville.ca](mailto:recreation@kentville.ca).