



Summer Day Camp Manager

Start Date: July 6th, 2026 (Tentative) **End Date:** August 28th, 2026 (Tentative)

Hours Per Week: 35 Hours

Rate of Pay: \$17.60/hr

Age: 15-29

Preference is given to applicants living in the Humber-Black Creek Riding

Position Summary

The Summer Day Camp Manager is responsible for planning, organizing, and overseeing the daily operations of Qibla Foundation's Summer Day Camps throughout July and August. The Camp Manager will ensure a safe, engaging, and enriching environment for all participants while delivering high-quality programming that supports youth development and community engagement.

Key Responsibilities

Program Planning & Implementation

- Design, develop, and execute a diverse range of camp activities, including sports, arts and crafts, skits, and health and nutrition programs
- Create initiatives that promote community awareness, encourage volunteerism, and support youth in exploring potential career paths
- Oversee the successful delivery of both day camp

Operations & Administration

- Manage the day-to-day operations of the summer camps, ensuring smooth execution of all activities
- Handle administrative duties such as camper registration, record-keeping, and communication with parents and guardians
- Coordinate facility bookings and organize field trips, ensuring all logistics are in place

Staff & Volunteer Management

- Provide ongoing supervision, mentorship, and performance management for team members

Policy & Safety Compliance

- Review, update, and enforce camp policies and procedures to ensure a safe and inclusive environment
- Ensure compliance with all health and safety regulations and best practices

Collaboration & Coordination

- Maintain strong communication with internal stakeholders, staff, volunteers, and families

Qualifications

- Experience in camp programming, youth leadership, or a related field
- Strong organizational, leadership, and communication skills
- Experience supervising staff and coordinating teams
- Knowledge of health and safety practices; first aid and CPR certification is an asset (or willingness to obtain)
- Ability to manage multiple priorities in a fast-paced environment

Working Conditions

- Full-time, seasonal position (July–August)
- Requires flexibility, including occasional evenings