



Helping Kids with
Physical Disabilities
Succeed

EASTER SEALS ONTARIO - RECREATION DEPARTMENT

JOB DESCRIPTION

Summer Camp Training Coordinator - Programming

Location: Camp Merrywood, Perth, ON or Camp Woodeden, London, ON

Number of Positions: 1

Reports To: Manager, Recreation

Shifts: TBD

Employment Dates and Compensation: 1 year contract with a tentative start date December 1, 2025.

Off Season (Considered Dec 1, 2025 – May 18, 2026; Sept 1, 2026 – Nov 30, 2026): 20/hours per week, remote, part-time, \$22.50/hour, 4% vacation pay. Flexible hours however must be available for regular meetings during EST office hours and maintain consistent, pre-determined schedule of availability.

Camp Season: (May 19- August 31, 2026), onsite, full-time, \$140.00 per day, 4% vacation pay, room and board provided. Camp Merrywood (Perth, ON) or Camp Woodeden (London, ON). May be required to travel occasionally between locations as per camping operational needs.

Job Summary

Drawing from existing staff manuals, policies, and programming materials, the Summer Camp Training Coordinator – Programming, ensures that summer camp staff are equipped with the knowledge, tools, and confidence to foster safe, inclusive, and enriching camper experiences for campers with physical disabilities.

This role is responsible for developing a comprehensive and practical Programmer Training Handbook to guide staff onboarding and support on-going training needs, facilitate training sessions related to the Programming Training Handbook during staff orientations and manage/support the ongoing development of summer camp cabin staff during the Camp Season. Participate in the pre-season hiring process for the summer camp staff team.

The Summer Camp Training Coordinator - Programming will work as part of the onsite Leadership team to oversee the activities of camp, supervise program staff, plan the camper experience, manage forms and reports, and ensure compliance with current regulations, accreditation standards, and organizational policies.

Those with experience working at a Leadership level within an Easter Seals Camp are strongly encouraged to apply. **Applicants must have previous experience working at an Easter Seals Ontario Camp.**

Key Responsibilities

Pre and Post Season (Dec 1, 2025 – May 18, 2026; Sept 1, 2026 – Nov 30, 2026)

Training Handbook Development and Delivery

- Review existing staff manuals, program guidelines, program delivery materials, and related Easter Seals Ontario policies to design a structured and accessible Programming Training Handbook.
- Create the Programming Training Handbook in alignment with a Training Needs Analysis and Development protocol, ensuring specific learning outcomes are met through the development of practical, hands-on, and engaging materials.
- Format the handbook for both digital and print use, incorporating visuals, activities, scenarios, checklists, and quick-reference guides.
- The Programming Training Handbook will include essential topics such as program planning, risk-management, culture building, communication strategies, inclusion practices, and emergency response.
- Plan and execute pre-season, remote training and engagement activities for hired camp staff.
- Complete Post Season report including a review of program activities, program staff, and recommendations for improving existing training and program delivery materials/processes.

Interviewing and Hiring

- Screen applicants for role suitability and assist with scheduling interviews for candidates, ensuring timely and smooth communication.
- Conduct structured interviews with entry-level applicants, assess qualifications and cultural fit using a standard metric.
- Make hiring recommendations with a specific focus on Programming roles.
- Post season, submit recommendations for 2027 return staff including seasonal evaluation packages.

Camp Season (May 19, 2026 – August 31, 2026)

Programming Coordinator

- Deliver training in person during pre-season orientations, facilitating to a group of up to 60 people.
- Create and use training assessment tools to gauge participant learning and understanding.
- Working in conjunction with the camp Leadership team, develop camp session programming schedules, ensure appropriate resources for each area, and support the delivery of diverse inclusive activities by enthusiastic program providers.
- Coordinate camper arrival day activities, assigning programming staff to arrival day tasks and activity facilitation.
- Supervise and support program team staff, managing day-to-day needs of the team including relationship building and mediation of conflicts.
- Perform regular audits of each program area, ensuring that program delivery is in line with Easter Seals Ontario programming expectations; all safety measures are in place, risk management techniques being used, and programming is engaging.
- Ensure thorough programming report packages are completed and submitted each session.

- Perform training, mid-season, and end of season evaluations for Programming staff, with a focus on goal setting, supporting skills development, and performance improvement.
- Identify and appropriately respond to Programming staff who are not meeting the expectations of their role.
- Manage the program staff schedule for each session, taking into account camper activity preferences, staff breaks, staffing changes, and the program area needs.
- In the event of an emergency, act as one of the individuals leading the emergency response. This requires a robust understanding of Easter Seals Ontario Camping emergency and crisis response materials, and the ability to act precisely and calmly in urgent situations.

Collaboration & Leadership

- Work diligently to create an inclusive, unified staff team driven to work as a whole to deliver an exceptional camping experience.
- Collaborate with camp Leadership, including healthcare professionals, to align cabin team training materials with healthcare and programming operations.
- Serve as a role model and resource for Program staff, promoting a camper-focused culture.
- Contribute to the review of camper applications

Requirements of the Role

- Excellent program delivery skills, with experience auditing and assessing programs in real time.
- Experience in camp operations and youth programming.
- Ability to translate complex information into clear, engaging content.
- Experience creating, delivering, and assessing staff training programs. Familiarity with adult learning principles, instructional design or curriculum development an asset.
- Minimum of 2 years/seasons in a supervisory role in a summer camp setting or equivalent.
- Minimum of 2 years/seasons in a role directly related to supporting individuals with physical disabilities.
- Must be able to drive a camper-focused culture grounded in safe, fun, and engaging activities, aligning with the goal of delivering exceptional camper experiences.
- Physical ability to manage lifting, bending, stooping, stretching, and rapid response in conditions that include daily exposure to sun, heat, and varying environmental factors.
- Proficiency with Microsoft Office Suite.
- CPR-C Standard First Aid certification (or willingness to obtain).
- Valid Canadian driver's license (or willingness to attain).
- Clear background check (Vulnerable Sector Check or equivalent) from within 1 year of the start date of the contract.

Other Considerations

- June – August up to eight-day work period, 24 hours/day on call with scheduled breaks throughout the day and days off between sessions.
- Required to be on-call for two of the changeover periods during the summer.
- Must be prepared to participate fully in the camp activities. This may include swimming, sailing, dressing-up, and working with children/youth all day.

- It is recommended that all staff be fully vaccinated against communicable diseases, including Covid19, Measles, and the Flu. Easter Seals Ontario staff will follow the health and safety recommendations provided by Provincial and Regional Health Units.

To Apply submit your application to Katrina Vanderkolff at kvanderkolff@easterseals.org. Subject line: Application: Training Coordinator – Programming. Applications must include an up-to-date resume. **In the body of the email, answer the following question: In this Leadership role, what would you commit to delivering to campers and staff for the 2026 season?**

Application Submission Deadline: Friday November 18, 2025

Easter Seals Ontario welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Easter Seals Ontario fosters an environment of inclusivity, empowerment, and safety for participants and staff alike. Easter Seals Ontario is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions are based on job requirements and individual qualifications, without regard to race, colour, religion or belief, national, social or ethnic origin, sex, age, physical, mental or sensory ability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws of Ontario.