



Camp Coordinator

Do you have a strong work ethic and are passionate about education and community programs? Be part of a team where you can work for a non-profit organization and make an impact on students to learn more! You can make a difference in the world by giving students the opportunity to access free and affordable educational services!

About Vancouver Region Educational Services:

Vancouver Region Educational Services (VRES) is a non-profit organization offering accessible and meaningful learning experiences to communities across the Vancouver Region. We support growth through educational programs, youth initiatives, and community partnerships that encourage skill development, confidence, and creativity.

About this opportunity:

As a Camp Coordinator and Teaching Assistant, you will oversee the smooth day-to-day operations of summer and weekend camps while supporting educational activities. You will help plan, organize, and deliver programming that promotes teamwork, engagement, and personal development. This role combines administrative responsibilities with hands-on work in camps and community learning environments.

Key responsibilities are as follows:

- Plan, organize, and coordinate camp schedules, activities, and logistics using organizational tools such as Monday.com
- Manage registration processes, camper information, and material tracking to ensure efficient camp operations
- Work closely with the Camp Director to design programming that supports youth development and aligns with camp goals
- Supervise campers during weekend and summer sessions, ensuring safety, well-being, and positive behavior management
- Lead and support activities such as arts, STEM projects, outdoor games, and cultural programs to foster skill-building



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- Train camp staff and help prepare team members for their roles within the camp environment
- Track participation, support inclusion initiatives, and ensure accessible opportunities for youth from underrepresented communities
- Maintain safe, clean, and organized facilities
- Deliver day camps (e.g., March Break Camp, Weekend Camp, and Summer Camp) and other virtual or in-person educational programs across Metro Vancouver
- Support other areas of the organization as needed, including business development or operational tasks

Requirements:

- Interest in STEAM, language education, sports programming, and community services
- Experience working with children or supervising youth in camps, schools, or community programs
- Strong communication, leadership, and interpersonal skills to support campers, families, and staff
- Ability to work 35 to 40-hour work weeks, including evenings and weekends based on assigned shifts
- Mobility to commute to different camp and program locations across Metro Vancouver
- A valid Standard First Aid with CPR-C certification and a satisfactory Vulnerable Sector Check are required (not reimbursed). These may be obtained after securing the role but must be completed before the first day of work
- Candidates must be between 15-30 years of age, a Canadian citizen/permanent resident/refugee protection status, and have a valid SIN.

Assets:

- Experience in teaching or working with youth
- Knowledge of camp operations or recreational programming
- Fluency in more than one language (reading, writing, speaking, listening)
- Access to a car and a valid Class 5/7 British Columbia driver's license

This is a fully in-person position. Salary ranges from \$18-26/hour, dependent on experience, skills, education, and role.