

## **JOB DESCRIPTION – Imagination Park Camp Supervisor**

### **Key Responsibilities**

The Imagination Park Camp Supervisor will play a crucial role in the planning and execution of the summer camp program for youth. Collaborating with the Recreation Coordinator at the Quesnel Arts and Recreation Centre, the supervisor will be responsible for creating a comprehensive program that caters to the interests and needs of the children. This will involve conducting research, developing activities and games, and creating schedules and itineraries that ensure a fun and engaging experience for all the participants. Once the program has been developed, the supervisor will oversee its implementation, which includes supervising and training a team of camp leaders, ensuring that all activities are conducted safely, and monitoring the progress of each participant.

In addition to the daily management of the program, the supervisor will also be responsible for organizing various trips and outings throughout Quesnel. These may include visits to local parks, museums, and other attractions, as well as outdoor activities such as hiking, swimming, and camping.

### **Duties:**

The Imagination Park Camp Supervisor participates as a team member under the direction of the Recreation Coordinator in the planning, organization, promotion, implementation, and evaluation of a wide variety of recreational/educational activities including special community events. The Imagination Park Camp Supervisor is responsible for ensuring that safety standards are met and City policies are adhered to. Other responsibilities include assisting in maintaining City equipment and supplies.

### **Required Qualifications**

The successful Imagination Park Camp Supervisor will possess the following qualifications:

- Applicants must be available to work June 8 through September 4, 2026 between the hours of 8:00 AM and 5:00 PM, Monday to Friday;
- Open to all applicants between the ages of 15 – 30 years of age at the start of employment;
- Has superior communication skills;
- Proven ability to supervise and provide leadership to others;



- Ability to exercise good judgment, courtesy, and tact when dealing with the general public, other city employees and program participants;.
- Creative thinker, self-starter and able to work within a team environment;
- Experience in working with youth in a wide range of activities including themes, sports, games, crafts, etc.;
- Applicants must have a valid Emergency First Aid or equivalent first aid certificate;
- Ability to commit to the philosophy, goals and objectives of the City of Quesnel;
- A valid Class 5 BC driver's license is considered an asset.

In addition to possessing these qualifications, the Imagination Park Camp Supervisor must be physically able to perform all required duties and must consent to and successfully clear a security check under the Criminal Records Review Act.

### **Hours of Work**

Monday to Friday from June 8, 2026, through to September 4, 2026, inclusive

This position is subject to partial funding provided by the Canada Summer Jobs grant. This position will only be filled if the city receives confirmation that its grant application has been approved.

*The City of Quesnel appreciates the interest of all applicants. Only those selected for an interview will be contacted.*