

Camp Manager (1 Position Available)

Location: Franklin Carmichael Art Centre – (North Etobicoke / Rexdale)

Dates: June 29 – August 21, 2026 (8 weeks)

Work Type: Full Time (Contract), On-site

Rate: \$20/hour

Job Summary

The Camp Manager works closely with the Camp Lead to ensure the smooth daily operation of the Summer Art Camp. This role supports camp programming while managing administrative tasks such as registration, attendance tracking, and communication with parents. The Camp Manager will also be the main point of contact between Staff and FCAG Board.

Responsibilities

- Work closely with the Camp Lead to ensure the smooth running of daily camp activities
- Manage **camp registrations, payments, and participant records**
- Maintain accurate **attendance records and administrative documentation**
- Communicate with parents/guardians regarding registration and camp logistics
- Organize paperwork related to camp staff and participants
- Purchase additional supplies when required
- Open and close the Art Centre as needed
- Assist with supervising children during art activities and outdoor time
- Monitor children during lunch and snack breaks
- Assist with activity setup and cleanup of studios and grounds
- Help organize and display **weekly exhibitions of camper artwork**
- Collaborate with the Camp Lead to prepare an **end-of-summer report** for the FCAG Board
- Ensure a safe and inclusive environment for all campers
- Follow and uphold the **FCAG Code of Conduct**

Qualifications

The ideal candidate is organized, dependable, and enjoys working in a collaborative environment.

Applicants must:

- Have experience working with children in a camp, recreation, or educational setting
- Demonstrate strong organizational and communication skills
- Have strong computer skills and be comfortable using office software such as Microsoft Word, Excel, PowerPoint, and Google Workspace (Gmail and Google Drive)
- Be reliable and able to work both independently and as part of a team
- Be available to work **in person for the full 8-week program**
- Be a **Canadian Citizen or Permanent Resident** (Canada Summer Jobs requirement)
- Hold or obtain **HIGH FIVE Principles of Healthy Child** before the start date
- Hold or obtain **Standard First Aid certification** before the start date
- Provide a **Vulnerable Sector Screening / Criminal Reference Check**
- Post-secondary education in **arts, education, or administration** is preferred

Training Requirements

Successful candidates will be required to complete the following workplace training in accordance with Ontario regulations. Training may be completed online during staff onboarding if it has not already been completed.

Required training includes:

- OHS Training (Occupational Health and Safety Awareness): [OHS Worker Course](#) | [OHS Supervisor Course](#)
- WHMIS Training (Workplace Hazardous Materials Information System): [AixSaftey WHIMS Course](#)
- AODA Training (Accessibility for Ontarians with Disabilities Act): [AODA Online Course](#)

These trainings help ensure a safe, inclusive, and accessible environment for campers, staff, and visitors.

Eligibility

These positions are funded through the Canada Summer Jobs program, which requires applicants to meet certain eligibility criteria. [Canada.ca](#)

Applicants must:

- Be 15–30 years of age at the start of employment
- Be legally entitled to work in Canada
- Be a Canadian citizen, permanent resident, or person with refugee protection status

The Franklin Carmichael Art Centre welcomes applicants from diverse backgrounds and is committed to creating an inclusive and supportive environment.

How to Apply

Please send a resume and brief cover letter to: [**programs.fcag@gmail.com**](mailto:programs.fcag@gmail.com)

Art students from universities and colleges are strongly encouraged to apply.

Applications will be reviewed as they are received.
Only candidates selected for interviews will be contacted.