

**Position Title:** Summer Day Camp Operations Coordinator

**Organization:** The Pine Project

**Location:** Don Valley/Humber Valley areas, Toronto, Ontario

**Start & End Date:** Wednesday, June 18, 2025 - Friday, August 22, 2025

**Hours:** Monday to Friday, 8am-4pm, or 10am-6pm, additional hours as required

**Compensation:** \$19.00/hour



Pine Project

### **About us**

The Pine Project is Ontario's leading nature connection organization! We offer year-round nature connection programs for people of all ages in Toronto and the surrounding area, including Outdoor School, March Break programs, and highly sought-after summer camps. Each year we engage with over 1,500 children, teens, families and adults. Our programs foster confidence, competence, resilience and a deep relationship with nature in a way that is hard to achieve in more conventional learning environments.

By helping children connect to nature and teaching adults to do the same, we inspire children to respect, cherish, and care for the Earth. We are empowering the next generation of environmental stewards, problem solvers and leaders. Check out our website – [pineproject.org](http://pineproject.org) – for more info.

***We are committed to promoting equity and diversity within our workplace and greater community. We are especially excited to see applications from members of equity-deserving groups, particularly people from racialized backgrounds.***

### **About The Role**

The Operations Coordinator is a crucial role within our summer camp team. Operations Coordinators are involved in both leading nature connection programming for campers aged 4 to 12 as well as maintaining a safe environment for campers and staff including managing equipment and driving a company vehicle. Operations Coordinators work to embody respect, gratitude, awareness, life-long learning, and resilience, in alignment with our core values.

*This position is about supporting high-quality programs being delivered to advance our mission and vision of a world where healthy people care for themselves, others and the natural environment.*

### **Key Responsibilities**

- Learn, maintain and improve equipment systems and organization;
- Drive a work vehicle between the office and the field site;
- Coordinate with Camp Supervisors on day to day basis; supporting where needed
- Support delivery and programming of camps as required, including as a counsellor
- Be an ambassador for Pine with campers, families, staff, and members of the public
- Able to lift and carry items weighing 25 pounds or more

### **What You Bring:**

- A passion for learning and growth (in the outdoors)
- Experience and skill in working with or caring for children of various ages
- Enthusiastic, outgoing and flexible approach
- Strong communication, time management, teamwork and organizational skills
- Commitment to The Pine Project's mission statement and core values
- Desire to further your own naturalist skills, mentoring techniques and nature connection

- Preparedness to work outdoors in all weather conditions
- Up to date Police Vulnerable Sector Check
- Up to date Standard First Aid and CPR-C or higher
- Class G driver's licence with a clean driving record
- Experience in systems and processes related to equipment and gear an asset
- Extensive experience working with children in a mentorship role

*The Pine Project understands that the cost of certifications can be a barrier to accessing employment in the outdoor industry. If you identify as a member of a disadvantaged or marginalized group, or have faced other systemic barriers to accessing employment, we may be able to subsidize one or all of the required certifications. You do not need to disclose further details about your identity. Requests for support should be made prior to the start of employment.*

#### **What We Bring:**

- A staff community that values growth and learning
- Daily experiences in the outdoors surrounded by the beauty of Toronto's parks and ravines
- Training related to nature connection, wilderness travel and skills, program planning and design
- Training in Diversity, Equity, Inclusion and Justice
- Work with purpose: make a difference for nature and people

#### **How To Apply**

Complete an application through our online portal at <https://pineprojectstaff.campbrainstaff.com/>

OR

Send resume and cover letter to [work@pineproject.org](mailto:work@pineproject.org) with Summer Day Camp Operations Coordinator position in the subject line.

***Apply by January 27th, 2025 to be considered for this round of applications.***

While we thank all applicants for their interest, only successful candidates will be contacted for an interview. No phone calls please.

*The Pine Project is an equal opportunity employer. We are committed to promoting equity and diversity within our workplace and greater community. We work proactively to develop a barrier-free selection process and inclusive work environment that is increasingly representative of the communities we live and work in, and where all team members are able to express ideas, opinions and experiences.*

*We welcome applications from all qualified applicants with an interest in advancing our mission, vision and values, and assisting us in deepening our commitment to Anti-racism/Anti-oppression. We especially encourage applications from members of historically disadvantaged and under-represented groups, including those who identify as Black, Indigenous and People of Colour, persons with disabilities, women and/or LGBTQ2S+. If contacted for a job opportunity, please advise us of any accommodation measures required to enable you to be assessed in a fair and equitable manner. Information received will be addressed in confidence.*