

Date: April 20, 2026
Position: Community Recreation Coordinator
Reporting to: Program Manager
Type: June to August 2026 – Onsite
Hourly Rate: \$17.60 Seasonal Employment

About Gilda's Club Simcoe Muskoka

Gilda's Club Simcoe Muskoka is a non-profit cancer support community that provides free social and emotional support to individuals and families impacted by cancer. Rooted in compassion and connection, we offer programs, resources, and events that help people build community, find strength, and share hope during one of life's most challenging experiences.

Position Overview

Working with the Program Manager to plan and facilitate our Children's Summer Camp and other children's workshops, programming. Programming to include supportive activities that help children impacted by cancer build resilience, friendships, and joy during the summer months.

Tasks and Responsibilities

Program Development and Implementation

Develop camp programming with Program Manager to included but not limited to arts & crafts, outdoor play, games, drama, music, nature exploration.
Create a safe, welcoming, and inclusive environment for children
Collaborate with staff, volunteers, and families to ensure programming aligns with Gilda's Club's mission
Support special family events and community activities as needed

Supervision

Supervise participants during activities, ensuring safety protocols and positive behavior management. Ensure compliance with all Health and Safety policies.

Administration

Ensure all paperwork is received from participants
Record keeping, and system updates
Other administrative tasks as assigned

Budgeting

Working with Program Manager to ensure program is within the budget guidelines
Following accounting practices for purchase orders, invoices and other expenditures

Reporting

Tracking attendance

Tracking organization statistics

Qualifications

Currently student enrolled in post-secondary studies (child-development, recreation, education, social work, psychology, or related field preferred).

Meets Canada Summer Jobs criteria

Experience working with children in camp, school, or community settings.

Strong organizational and leadership skills with the ability to manage groups of children.

Excellent communication and interpersonal skills.

Ability to work collaboratively with staff, volunteers, and families.

Excellent communication and interpersonal abilities.

Proficiency with Microsoft Office (Word, Excel, Outlook) and comfort with social media platforms

Ability to work independently and collaboratively in a team environment.

Attention to detail and ability to manage multiple tasks simultaneously.

Position Details Term:

Seasonal, Summer 2026 (June–August)

Hours: Full-time, 35 hours per week on site

Why Join Us?

This is an opportunity to gain valuable experience in nonprofit administration while making a meaningful impact in the community. As Administrative Coordinator, you'll support events, outreach, and operations that help ensure no one faces cancer alone.