



# MISSISSAUGA CHRISTIAN ACADEMY

*A ministry of the Meadowvale Bible Baptist Church*

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CHRISTIAN WORLDVIEW • ACADEMIC EXCELLENCE

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## Day Camp Leader (2 Full-Time Positions Available)

The Day Camp Leader is responsible for the successful operation of the MCA Summer Camp and program. They will lead and assist Day Camp Staff to provide children with a fun and educational experience. They will also provide support and guidance for all Day Camp Staff and maintain a positive relationship with staff, parents, children and other related stakeholders. Responsibilities will include:

- Review of previous MCA camp programs to provide recommendations for improvements and efficiencies.
- Organize, plan and facilitate training for Day Camp Staff.
- Assist with the hiring of Camp Leaders.
- Schedule Summer Camp Staff
- Provide a safe and enjoyable learning environment for campers.
- Supervise Camp Leaders and Leaders-in-Training (LITs).
- Adhere to the MCA Camp Policies.
- Communicate with parents in person, by phone and by email.
- Coordinate the purchasing of extra supplies (as approved by the Program Coordinator or Principal).
- Submit daily pictures and videos of campers attending MCA Camp activities (within the confines of privacy laws) featuring:
  - Educational purpose of the activities
  - Field Trips/Labs/places visited (if permitted)
  - Guest presentation synopsis (if permitted)
  - How the activity relates to possible future careers
- Organize and conduct weekly off-campus trips (if permitted).
- Ensure all staff and volunteers have the appropriate training and certification.
- Manage the Leader-in-Training (LIT) leadership program.
- Lead activities with campers of all ages when necessary.
- Perform duties as a Camp Counsellor in an emergency situation, should one of the regular Camp Leaders take ill or be granted time off.
- Administer first aid to campers as needed.
- Administer prescription medications to campers under the direction of a healthcare professional for the purposes of providing emergency and necessary care in compliance with established guidelines.
- Submit weekly hours for staff to the Program Coordinator or Principal for payroll.
- Provide daily office support; ensure operations are efficiently and accurately supported.
- Complete all child safety and employment training requirements as per MCA school policy.
- Carrying out any other duties assigned by the Program Coordinator or Principal.

### Details:

- Available for a minimum of 8 weeks and a possible start date of June 1, 2026. Position may extend for up to 2 weeks.
- 35 hours per week
- Monday to Friday, alternating shifts with the other Day Camp Leader, 7:00 am to 3:00 pm or 10:00 am to 6:00 pm.
- \$22.00 per hour

**Qualifications:**

- Currently Enrolled in or Completion of Post-Secondary Education is preferred.
- Applicants must be 15 to 30 years old at the start of employment.
- At least 1-2 years of experience in working with children.
- Standard First Aid and CPR Level C certification preferred.
- Excellent communication and interpersonal skills.
- Strong team, organizational, problem solving and multitasking skills.
- Must be able to participate in potentially strenuous physical activity.
- Demonstrate skills in conflict mediation.

If you are interested in being a part of the MCA Summer Camp Team as a Day Camp Leader, send your cover letter and resume to our Program Coordinator, Julie Melvin, by **Friday, May 15, 2026**. Email: [info@mcalearn.com](mailto:info@mcalearn.com)