



## OPPORTUNITY

(External – Union)

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<b>DATE OF POSTING:</b>	<b>March 25, 2026</b>
<b>POSITION:</b>	<b>Summer Camp Placement Coordinator</b>
<b>TERMS OF EMPLOYMENT:</b>	<b>Temporary Full-time Contract</b> (between 28-35 hours per week, between 10-12 weeks in length, up to a maximum of 350 hours total)
<b>JOB CLASSIFICATION:</b>	<b>Unionized</b>
<b>POSTING NUMBER:</b>	<b>2026 – 05</b>
<b>VACANCY STATUS:</b>	<b>This posting is for 1 current vacancy</b>
<b>START DATE:</b>	<b>To be determined – last week of April</b>
<b>HOME LOCATION:</b>	<b>Brantford and/or Townsend</b> (travel within the agency's jurisdiction may be required)

### EDUCATION AND EXPERIENCE REQUIRED:

- Applicants should possess a minimum of one-year post-secondary education related to the position

**RESPONSIBLE TO:** Service Manager - Resources

### MAJOR RESPONSIBILITIES

Responsibilities include

- Ensure all camp referrals are submitted, screened and assigned placements
- Establish positive rapport with camps
- Act as liaison between camp staff and parents(s) or guardian(s)

- Contact parent(s)/guardian(s) of referred children to complete registration form
- Provide details of camp and arrange transportation if necessary
- Arrange any special events pertaining to camp program
- Submit list of expenditures to the Finance department regarding camp fees etc.
- Assess camps and evaluate utilization/experience as per agency evaluation form
- Prepare a Final Report on activities of summer programs
- Other duties as assigned

## KNOWLEDGE AND SKILLS REQUIRED

- Advanced computer knowledge
- Excellent organizational skills are a must
- A developed ability to communicate effectively with various staff of organization, families, children and collaborative both verbal and written
- Ability to prepare and maintain a budget
- Able to work independently
- Committed to AOP values of justice, equity, respect of the beliefs and traditions of others
- Knowledge of anti-black racism
- Knowledge of the impact of residential school and colonization
- Understanding of Indigenous practices and impact of colonization

**ANNUAL SALARY RANGE:** In accordance with the Collective Agreement  
Driver/Student Wage Grid - \$19.9519 / hour + 4%  
vacation pay

*As a condition of hire, selected candidates will be required to provide:*

- Consent for Police - Vulnerable Records Check - Results must be satisfactory to the employer
- Consent for Child Welfare check - Results must be satisfactory to the employer
- Must have a valid Ontario "G" class driver's license and reliable vehicle.

*Child and Family Services of Grand Erie is committed to working from an Anti-Oppressive and Equity practice and is dedicated to building a workforce that reflects the diversity of the community in which we live and serve.*

*If you don't see yourself fully represented in each requirement of the job description, we still encourage you to apply. Research has shown individuals from underrepresented groups may only apply when they feel 100% qualified. We are committed to creating a more equitable, inclusive, and diverse organization and we strongly encourage all applicants with diverse identities and lived experiences to apply and to please self-identify in their cover letter.*

*We are committed to creating an accessible environment for all. Please let us know if you have any accommodation needs.*

*We thank all applicants; however, only those considered for interviews will be contacted.*

*Strong preference will be given to qualified applicants from equity deserving groups including but not limited to: Indigenous, South Asian, African Canadian, 2SLGBTQ+ populations.*

**APPLICATION PROCESS:** Submit resume and cover letter electronically at:

**Email:** [employment@cfsge.ca](mailto:employment@cfsge.ca)

**CLOSING DATE:** **April 8, 2026 @ 4:30 pm**