

Job Posting: Osprey Camp Coordinator

Location: Halifax, Nova Scotia

Position Type: Full-Time, Year-Round

Start Date: September 2025

Application Deadline: July 10th, 2025



Position Overview

Armbrae Academy is seeking an enthusiastic and organized **Osprey Camp Coordinator** to lead the planning and delivery of our year-round camp programs. This role is key to the success of our **Auxiliary Programmes** and plays a strategic part in supporting **school enrolment initiatives** through engaging, high-quality camp experiences.

Reporting to the Director of Auxiliary Programmes and working closely with the Director of Enrolment Management. The Osprey Camp Coordinator will develop innovative camp programming, manage staff, and foster strong relationships with families and the wider community.

Key Responsibilities

Program Planning & Execution

- Design and implement year-round camp programs, including:
 - PD Day Camps (Independent & HRCE Schools)
 - Pop-Up Camps (Christmas Break)
 - March Break Camps (Two one-week sessions)
 - Summer Camps (8–10 weeks)
 - Parent “Time Out” Camps
- Develop and lead the Junior Leader Program (Grades 6–9), supporting progression to leadership roles from Grade 10 onwards.

Staffing & Training

- Recruit, hire, and train seasonal leaders and junior leaders for the Auxiliary Department.
- Coordinate ongoing professional development for all camp and program staff.

Admissions & Recruitment Support

- Implement recruitment strategies that align with Armbrae’s enrollment goals.
- Engage current camp families to identify potential school applicants.
- Use enrollment data from Osprey Camps, Basketball Leagues, and the Osprey Training Centre to support Admissions strategies.

Operations & Logistics

- Source and coordinate external service providers.
- Procure and manage supplies and equipment for all programs.
- Oversee the transition from CampBrain to Veracross for program and participant data management.

Data Management & Reporting

- Collect and analyze enrollment data, participant feedback, and program impact.
 - Prepare regular reports to inform planning and decision-making.
 - Attend weekly meetings with the Director of Auxiliary Programmes.
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Working Conditions

- **Reports to:** Director of Auxiliary Programmes
 - **Collaborates with:** Director of Enrolment Management, Marketing & Communications
 - **Hours:** 40 hours/week; evening and weekend work required at peak times
 - **Location:** Hybrid (2–3 days in-person weekly, September–May; full in-person during camp days)
 - **Vacation:** 4 weeks, to be taken between September and May (excluding Christmas and March Breaks)
 - **Other Duties:** May include additional support for Auxiliary or Admissions departments as needed
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Qualifications

- Bachelor's degree in Recreation Management, Education, Child and Youth Studies, or a related field.
 - 1–3 years of experience in a similar camp leadership role.
 - Strong leadership, communication, and organizational abilities.
 - Familiarity with data management systems; Veracross experience is an asset.
 - Valid First Aid and CPR certification (or willingness to obtain).
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How to Apply

Interested candidates should submit a resume and cover letter outlining relevant experience and why they're a great fit for the Osprey Camp Coordinator role. Please send applications to amd@armbrae.ns.ca by **July 10th**.