



## BURLINGTON SOCCER CLUB

3390 SOUTH SERVICE ROAD, SUITE 104, BURLINGTON ON L7N 3J5

905.333.0777 • [WWW.BURLINGTONSOCCER.COM](http://WWW.BURLINGTONSOCCER.COM)

**Position Title:** Summer Camp Counsellor  
**Type:** Summer Internship (35 – 40 hours per week)  
**Location:** Burlington, ON  
**Reports To:** Director of Development  
**Term:** June to beginning of September

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### BACKGROUND

The Burlington Soccer Club (BSC), a not-for-profit organization, was established in 1962. Today, the Club has approximately 16,000 youth and adult soccer players and is one of the largest soccer clubs in Ontario. The BSC is home to the Burlington Bayhawks and is proud of its competitive team successes over the years, which includes 50 provincial championships and 13 national championships. The Club holds a Canadian National License, Ontario Provincial Development League (OPDL) License, and Ontario Premier League (OPL) Franchise.

### POSITION SUMMARY

As part of the Technical Department and reporting to the Director of Development, this position assists and supports the club's popular summer camp programs. The position assists in all aspects of the delivery and execution of Summer Camp programming.

The role requires energetic, highly motivated multi-taskers who are exceptional communicators and organizers and thrive on delivering high-quality customer service.

### PRIMARY DUTIES & RESPONSIBILITIES

#### *Supervision & Safety*

- Supervise a group of campers at all times to ensure safety and well-being
- Enforce camp rules, monitor behaviour, and support conflict resolution
- Perform head counts, manage transitions, and follow emergency procedures

#### *Activity Delivery*

- Lead or assist with daily sports activities, drills, games, and skill-building exercises
- Demonstrate proper techniques and encourage participation for all skill levels
- Adapt activities to age, ability, weather, or facility constraints

#### *Camper Engagement & Experience*

- Create a fun, inclusive, energetic environment where every camper feels welcome
- Build positive relationships through encouragement, listening, and mentorship
- Motivate campers and foster teamwork, sportsmanship, and confidence

#### *Daily Operations Support*

- Help with setup and teardown of fields, equipment, and activity stations
- Assist with sign-in/sign-out, snack breaks, water breaks, and rotations
- Maintain equipment and report any issues to camp leadership

#### *Communication*

- Communicate with parents/guardians during drop-off and pick-up as needed
- Report any concerns, incidents, or behavioural issues to supervisors promptly
- Relay daily updates or instructions to campers clearly and positively

#### *Program Implementation*

- Follow established camp schedules, lesson plans, and activity outlines
- Support theme days, special events, or guest coaching sessions
- Provide input or ideas when appropriate to enhance the program



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#### *Team Collaboration*

- Work collaboratively with fellow counsellors, coaches, and supervisors
- Assist teammates when managing large groups or challenging situations
- Attend staff meetings, training sessions, and debriefs

#### *Administrative & Compliance Tasks*

- Complete attendance, incident reports, and behaviour logs as required
- Follow all camp policies, safeguarding guidelines, and health protocols
- Support adherence to First Aid, sunscreen, hydration, and other wellness routines

#### *Leading by Example*

- Model punctuality, professionalism, sportsmanship, and positive attitude
- Encourage respect, inclusion, and fair play across all activities
- Promote the camp's values and act as an ambassador for the club/organization

### EXPERIENCE & SKILLS

- Current enrollment in a post-secondary institution (preferably Recreation/Business Program)
- The candidate must possess initiative and relationship-building skills
- Strong time management and proficiency skills
- Ability to work alone and as part of a team
- Strong planning and organization skills with the ability to multi-task
- Must have a valid G Driver's License and access to a vehicle
- Experience working with volunteers
- A comprehensive understanding of the Burlington Soccer Club is an asset

Information provided by candidates for these positions will be used only for candidate selection. We thank each candidate for taking the time and effort to apply; however, only candidates to be interviewed will be contacted.

**As a member of the BSC Team, this position requires a police background check and clearance with respect to persons working with vulnerable persons.**

BSC is committed to upholding the values of equity, diversity, and inclusion in our work environment. We value the contributions that each person brings and are committed to ensuring full and equitable participation for all members of our Club.

Candidates requiring accommodation to participate in the hiring process should contact Samantha Stewart at [sstewart@burlingtonsoccer.com](mailto:sstewart@burlingtonsoccer.com).

Expressions of interest, accompanied by a cover letter and resume, will be accepted until filled, and sent confidentially to: [jshannon@burlingtonsoccer.com](mailto:jshannon@burlingtonsoccer.com).



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