



<b>Job Description:</b>	Summer Program Leader (Part Time)
<b>Compensation:</b>	\$17.20/hour
<b>Current Revision:</b>	February 10, 2026
<b>Job Status:</b>	Part-Time Contract
<b>Employment Period:</b>	June 29, 2026 – August 23, 2026

**General Accountability:**

Reporting to the Director, Student Life, the Summer Program Leader (Part Time) is responsible for providing a positive experience for participants in various summer camps and pre-arrival programs housed at the United College residence. The Program Leader is responsible for monitoring the wellbeing of participants, planning activities, and assisting with day-to-day duties to ensure the program is successful.

Supervision provided by the Residence Life Coordinator (Daily, On-Site).  
Mentoring provided by the Director, Student Life (One-on-one & Team; Weekly)

**Nature and Scope:**

United College offers a residence based social program for participants of Summer Programs at the University of Waterloo, particularly the Catalyst, Leaders-in-Training, and other university pre-arrival transition programs. Attendees are typically 12 – 18 in age. Group sizes are typically between 5 and 30, however group sizes may vary depending on the session dates.

The goals of the program are to create a safe environment for participants to live during their camp experience, engage the participants in social activities, and provide a sample of university residence life.

**Reports to:** Director, Student Life

**Job Tasks:**

- Ensures safety of students by following safety protocols set out by the College and during training.
- Plan and execute social activities for participants.
- Support chaperones with the supervision and programming for their groups.
- Assist participants with transitions to external programming, including walking to and from day programming at other camps.
- Be available for program participants' needs. Alert on-call staff of emergency situations.

**Qualifications:**

- Proven organizational, leadership, and role modeling skills
- A demonstrated aptitude for and commitment to forming mentoring relationships

- with young adults
- Demonstrated ability to work effectively in a team setting and independently
- Passionate commitment to build positive relationships with those around you
- Valid Emergency First Aid required for the contract period

### **Requirements**

Program Leaders working in a part-time capacity can typically expect to work 20 – 35 hours each week, depending on the needs of the programs. Shifts are typically evenings (4 p.m. – 10 p.m.) or weekends (scheduled between 9 a.m. – 10 p.m.). This includes overnight and weekends.

Program Leaders are expected to provide their availability in advance to ensure that proper relief coverage is provided.

This is NOT a live in position. Some meals are provided during scheduled shifts to be used to engage with program participants.

Program Leaders are expected to have completed at least one term of post-secondary education. Experience working as a camp counsellor or with youth is preferred.

### **Compensation**

\$17.20/hour, approximately, 10-20 hours each week.

### **Contact**

If you would like to submit an application or ask for further information about the role, please email [s3prenti@uwaterloo.ca](mailto:s3prenti@uwaterloo.ca).