



Job Posting:
Position: Summer Camp Coordinator
Location: Cochrane, AB
Deadline to Apply: April 2, 2026

Sleeping Giants Theatre is looking for a friendly, organized and self motivated team player to assist us with our summer camps this summer at the SLS Centre in Cochrane. The Summer Camp Supervisor will work closely with the SLS team, the Managing Director, and the Summer Camp Counselors to ensure the smooth operation of our full schedule of summer camps.

Qualifications and Experience:

- Understanding and love of the theatre arts and/or working with children and parents.
- Post secondary education preferred.
- Experience in an administrative role preferred.
- Must have access to a laptop and a cellphone.
- First Aid Training
- Vulnerable Sector Check

Skills and Competencies:

- Strong organizational skills.
- Strong communication skills, both written and verbal.
- Confident using Google Docs and Google Sheets.
- Friendly, and able to make connections easily with new people.
- Must be comfortable communicating with parents and potential customers on the phone, over text message, over email, and sometimes over video calls.
- Must be self-motivated and able to take initiative and work independently and as part of a team.

Duties may include:

- Learning our registration system, running reports, and providing counselors with detailed information on all students prior to the start of the camp.
- Coordinating training and orientations for summer camp counselors, including any necessary first aid training courses.
- Assisting with check-in and check-out of all students and taking attendance daily.



- Filing incident reports and communicating with parents when incidents occur.
- Shopping for supplies as needed throughout the camps.
- Maintaining petty cash reports.
- General office duties including answering phones and emails, and assisting the Managing Director when needed.
- Assisting with Marketing efforts, taking pictures and making social media posts
- Coordinating final performances, including communicating with parents and setting up the performance space.
- Working with the SLS Centre staff to organize any pop-up workshops in other camps, and to address any other needs that come up throughout the camps.
- Anticipating problems and challenges, and communicating with the necessary people to ensure they are addressed quickly and efficiently.
- Acting as the primary liaison between the SLS Centre staff, the summer camp counsellors and the Managing Director.

Schedule and Availability:

- The camps will be running the following weeks, from 9am - 4pm
 - July 6-9
 - July 13-17
 - July 20-24
 - August 10-14
 - August 17-21
- There will be an additional 5 days of work (35 hours) before and after the camps for training and wrap-up, exact dates to be determined, but will be within the outside range of July 2 - August 28.

Compensation:

- \$18 - \$20/hour

About Us:

Sleeping Giants Theatre is the only theatre school in Cochrane for kids and adults, providing quality acting and musical theatre training to our community. We also collaborate with local businesses to bring unique theatrical experiences to the town of Cochrane, such as dinner theatre, cabarets, and improv shows. Our mission is to bring quality theatre experiences and education to our community in order to inspire a love and appreciation for the theatre arts, and help kids on their journey to becoming confident, creative, and wonderful human beings.



This summer, we are running a number of exciting drama camps for kids in partnership with the SLS Family Sports Centre. We are looking for a team of theatre arts enthusiasts to help us connect to our community and create incredible experiences for our students.

We believe in fostering an environment rooted in the following core values:

Student Growth: We are dedicated to the growth and development of our students, both as artists and individuals.

Collaboration: We value teamwork, open communication, and collaborative problem-solving to create a supportive environment for all staff, students and parents.

Excellence: We strive for excellence in all aspects of our organization, from teaching and performances to customer service and operations.

Lifelong Learning: We embrace a culture of continuous learning and personal growth for ourselves and our students.

Application Instructions:

To apply, please submit a cover letter, resume, and 2 references to jenny@sleepinggiantstheatre.com by April 2, 2026.

Interviews will be taking place ongoing, if selected. Please indicate your general availability for an interview in your application (Zoom meetings can be arranged if needed). There may also be a skills assessment or demonstration required, to be completed after the interview.

We will strive to send out a job offer to the successful candidate on or before May 15th, with a start date of July 2nd.

We value every applicant's time and commitment throughout the hiring process. Regardless of the outcome, we strive to provide timely communication to all applicants.

At Sleeping Giants Theatre, we believe strongly in accessibility and are committed to providing support and accommodations for the diverse needs of our employees and teachers. We seek to create a team that is representative of our diverse community and are committed to taking steps to combat systemic marginalization and lack of opportunities for many members of our community. We strongly encourage anyone to



apply for our positions regardless of their level of education or experience as we are committed to providing equal opportunity and training to everyone who is interested in being a part of our team and helping us on our mission to bring more quality theatre education and experiences to our town.

This position is made possible thanks to the generous contribution of the Government of Canada through the Canada Summer Jobs Program. For this reason, please ensure you meet the following requirements before submitting your application:

- (a) you are between 15 and 30 years of age (inclusive) at the start of employment;
- (b) you are a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act [S.C. 2001, c. 27]*; and
- (c) you are legally entitled to work according to the relevant provincial / territorial legislation and regulations.

Thank you for considering joining the Sleeping Giants team. We look forward to reviewing your application and exploring the potential of having you contribute to our organization's success!