

# Staff Intro Package 2026 (Alberta)



## Welcome

Thank you for your interest in working for the Royal City Soccer Club. Please read this *Staff Intro Package* to better prepare yourself for the application, interview and hiring process. We encourage you to visit our website at [www.royalsoccer.com](http://www.royalsoccer.com) to learn more about our programs prior to applying.

## About Us

**Royal City Soccer Club** is a non-profit organization founded in Guelph, Ontario which has been operating for over 33 years, running over 100 camp locations across seven provinces. Our camps are Canada's #1 grassroots soccer day camp, with over 300,000 children hosted since 1993.

## Camp Description

At each camp location, we offer full day and morning sessions to campers. Morning sessions focus on soccer development through individual development and team building while playing small-sided games. Campers are grouped by age and ability, where appropriate, in a camper-to-staff ratio averaging approximately 10:1. Full day sessions combine the morning sessions with a less structured afternoon format that may include a fun leisure swim and a variety of camp games.

## Camp Dates 2026

- Week 1\* June 29 – July 3 (4-day week)
- Week 2 July 6 - 10
- Week 3 July 13 - 17
- Week 4 July 20 - 24
- Week 5 July 27 – July 31
- Week 6\* August 4 - 7 (4-day week)
- Week 7 August 10 - 14
- Week 8 August 17 - 21
- Week 9 August 24 – 28

\*Camp does not run Wed., July 1 or Monday, August 3, 2026

## Typical Camp Schedule

Themes days/weeks will be assigned each week.

|                  |   |
|------------------|---|
| 8:00 – 9:00am    | Staff and camper arrival  |
| 9:00 – 12noon    | Warm up games, soccer skill development, small-sided games            |
| 12noon – 1:00 pm | Sign out morning campers, staff and camper lunch, informal activities |
| 1:00 – 4:00 pm   | Organized camp games, supervised fun leisure swim                     |
| 4:00 – 5:00 pm   | Camper pick-up and staff departure                                    |



## Qualities we look for

Staff are expected to supervise, coach & engage children (aged 5-13) in a safe, fun environment with a positive attitude.

### Qualities WE LIKE to see in our staff:

- Reliable – arrive on time everyday
- Responsible - safety first
- Friendly, fun-loving, and approachable
- Enthusiastic and creative
- Organized and patient

### Qualities WE DON'T LIKE to see in our staff:

- Tardy or absenteeism
- Lazy, unmotivated, moody or grumpy
- Shy, reserved, or impatient
- Intolerant and unapproachable

## Hours

Hours of employment may vary depending on the position and number of staff working and are subject to change.

**Camp Staff** typically work between 7-9 hours daily, depending on the position, staff numbers, camper enrolment, and camper pickup times. The onsite Supervisor sets a weekly schedule and handles most admin work at site.

**Volunteers** can sign up for half days (3 hours/day) in the mornings or afternoons (equivalent to 15 hours/week) or full days (7 hours/day) which is approximately 35 hours/week. Confirmation letters are sent out in September.

# Job Descriptions

We will be hiring over 300 summer camp staff this summer at various locations. Each location will have 1 Supervisor and a combination of Camp Counselors or Counselors-In-Training (CITs) and volunteers. Please read the job description of the position(s) you would like to apply for and only apply for positions you are interested in.

## **Basic Staff Requirements:**

- Police check with vulnerable sector screening (if over 18)
- Attend required training sessions
- Read & review Staff Manual
- 1<sup>st</sup> aid/CPR training is strongly recommended

## **Camp Counselors** (18+ years by June 29, 2026)

- Supervise and engage campers throughout the day in soccer development, camp games & activities, breaks, lunch, and swimming ensuring a safe, fun environment at all times.
- Build positive relationships with campers, parents, volunteers and other staff.
- Follow organization safety procedures and protocols.

## **Camp Supervisors** (18+ years by June 29, 2026)

Supervisors require access to a vehicle each day to transport equipment to and from camp and store equipment during indoor or swim periods. In addition to the duties of a Camp Counsellor, Supervisors must also:

- Oversee camp operations, manage staff and volunteers, and provide guidance and feedback.
- Address issues, communicate with parents, and report to head office as needed.
- Handle onsite camp gear sales and ensure equipment is transported and maintained.

Supervisors may also qualify for commission of onsite camp gear sold (details provided in the interview).

## **Counselors-in-Trainings (CITs)** (16+ by June 29, 2026)

Counselors-in-Trainings (CITs) work with Camp Counselors and Supervisors to plan and lead camp activities, ensuring a safe, fun environment. In many circumstances and if deemed responsible, mature and capable, CITs may be assigned to lead and supervise a group of campers similar to the role of Camp Counselor.

## **Regional Coordinators** (18+ years by June 29, 2026)

Regional Coordinators do require a vehicle to transport inventory and supplies to and from various camps. Regional Coordinators will be assigned between 5 to 8 camp locations but could be expected to assist at other nearby locations.

### **Duties include:**

- Oversee and support multiple camp locations, including inventory management and pre-season walkthroughs with Supervisors.
- Enforce safety policies, troubleshoot issues, and provide on-site support as needed.
- Document camp activities with photos/videos and provide feedback and recommendations.
- Prepare weekly supplies and manage pre-camp and end-of-season inventory return to head office.

## **Volunteers** (14+ by start of camp week)

Volunteers are a huge part of our success. Being a volunteer is often the first step towards becoming a paid camp staff with us. Volunteers are treated like staff and expected to maintain a good work ethic by assisting all staff and providing a fun and safe learning atmosphere for campers. Volunteers should be energetic, enthusiastic, responsible and a team player. Volunteers are required to watch a brief volunteer orientation video prior to starting camp.

## **Camp Pay**

At Royal City Soccer Club, we offer a competitive camp wage which is based on position, experience, and years of service within the organization. Those who choose to work at summer camps do so primarily because they love to work with children in a fun, camp atmosphere, not because they want to get rich. If pay is your primary motivating factor, then employment at a camp may not be for you.

| Position             | *Pay Range (per hour) |
|----------------------|-----------------------|
| Camp Counselor       | \$17.25 - \$17.75     |
| Camp Supervisor      | \$18.25 - \$19.00     |
| CITs                 | \$16.00               |
| Regional Coordinator | \$20.25 - \$20.75     |

\* Pay range depends on years of service in the organization.



## Dress Code

All camp staff & supervisors will be provided with up to 2 staff shirts or tank tops. Staff must always adhere to the dress code which includes wearing a camp supplied shirt or hoodie (available for purchase), athletic socks / shorts and running or athletic footwear. Staff are expected to dress appropriately to ensure full participation in all activities (ie. afternoon swim). Staff are also expected to participate in theme days and activities.

## Training

All training dates will be provided at the time of employment offer. Training dates/locations are subject to change.

| Training Description                      | Who must attend or complete  | Online vs in-person   | Approximate time required             |
|---|--|---|---------------------------------------|
| Safe Sport Training                       | ALL new and returning staff  | online  | 45 – 60 min                           |
| Respect in Sport (for Calgary Staff ONLY) | ALL new Calgary staff or any returning Calgary staff who have not completed in 2 yrs | online  | 2.5 hours                             |
| Pre-Camp video module                     | ALL new and returning staff  | online  | to be determined                      |
| Staff Orientation                         | ALL new and returning staff  | in-person for <b>new</b> staff, online for <b>returning</b> staff | in-person (6-8 hrs), online (3-5 hrs) |
| Supervisor Training                       | ALL Supervisors  | in-person   | 2.5 hours                             |
| Regional Coordinator Training             | ALL Regional Coordinators  | in-person   | 1.5 hours                             |

The in-person Staff Orientation and Supervisor Training sessions will be on either on a Saturday or Sunday in June (date/times to be announced). The Regional Coordinator Training date and time to be announced.

Staff are paid their hourly wage for training and will be included on your first pay period in July.

All training is subject to change, and exact dates will be determined by the end of May 2026.

## How to Apply

Apply under our **EMPLOYMENT** page at [royalsoccer.com](http://royalsoccer.com), then send your resume to [jobs@royalsoccer.com](mailto:jobs@royalsoccer.com). Due to the large number of applications we receive each year, only qualified candidates for available positions will be contacted. We keep all applications on file so when a position opens up, we'll contact you for an interview.

## Interviews

Interviews will be conducted online via Zoom or Google Meet.

## Equal Opportunity for All

Royal City Soccer Club is committed to employment equity, diversity, and inclusion. We value diversity and encourage members of designated groups and marginalized populations including newcomers, racialized/visible minorities, people with disabilities, Indigenous peoples, workers of all ages, language minorities (e.g., Francophones), and people from 2SLGBTQ+ communities to apply and self-identify.

## Need Assistance?

For those who require accommodation throughout the application or hiring process, please reach out to 1-800-427-0536 or [Jobs@royalsoccer.com](mailto:Jobs@royalsoccer.com) to discuss how we can best accommodate your unique needs.