



**DISTRICT OF STEWART  
CALL FOR PROPOSALS**

**Summer Camp Coordinator**

**The District of Stewart is currently accepting proposals from interested parties to provide services of Summer Camp Coordinators**

**This will be a term contract requiring a minimum of 2 camp leaders.**

*(The primary camp leader will be expected to provide a qualified assistant camp leader.)*

**District facilities will be provided at no cost for the purposes of the camp.  
and volunteers (parents and older teens) may be available to assist.**

**Requirements:**

**Dates: July 30<sup>th</sup> to August 17<sup>th</sup> (three – one week long camps)**

**Times: Monday to Friday 8:30am to 4:30pm**

**Ages: 6 to 16**

**The Proposal should include:**

- Verification that both leaders have criminal record checks with vulnerable sector check;
- Emergency plans and first aid training;
- Prior experience and qualifications, leader to camper ratio, knowledge of best practices and applicable municipal and provincial regulations;
- Summary of planned camp activities for each of the three weeks including alternate plans in the event of inclement weather;
- Budget for total costs including leader remuneration and supplies;

**Proposals will be evaluated based on the following criteria:**

Quality of proposal (level of detail)	Experience and qualifications
Camp activities planned	Price

Proposal should be a lump sum proposal and be inclusive of all costs for the three week period.

**Proposals will be accepted at the District office located at 705 Brightwell Street, Stewart BC or by mail to PO Box 460, Stewart BC V0T 1W0 or email to [finance@districtofstewart.com](mailto:finance@districtofstewart.com) until 4:30pm PST, Friday, April 27, 2018**

If you have any questions please contact: [finance@districtofstewart.com](mailto:finance@districtofstewart.com) Or call 250-636-2251

*The District of Stewart reserves the right to reject any or all Tenders  
and the lowest Tender will not necessarily be accepted*