



Champlain Heights Community Centre

3350 Maquinna Drive, Vancouver, B.C. V5S 4C6

Phone: 604.718.6575 Fax: 604.718.6580

- JOB POSTING -

Summer Day Camp - Project Manager

Champlain Heights Community Centre is seeking a highly organized individual with strong leadership skills and past experience working with children's community centre camp programs to oversee the "Sunsplash Summer Day Camp" for 6-12 year olds.

In compliance with the Canada Summer Jobs/ESDC guidelines, all applicants must be between 15 and 30 years of age and complete a criminal record check upon hiring.

Qualifications:

- Strong leadership, organizational, administration and planning skills
- Strong knowledge of age-appropriate day camp activities & out trips for youth
- At least one year of practical experience working with children/youth and planning programs
- Have/pursuing an education in related field is desirable
- Excellent problem solving, communication, and interpersonal skills
- Standard First Aid & CPR C certification
- Ability to work with children who are from diverse cultures and economic backgrounds
- Proficiency with e-mails and MS Office Suite
- Fluency in a second language is an asset
- Class 4 driver's license an asset, or willing to obtain

Job Specifications:

- In consultation with the Recreation Programmer/Community Youth Worker:
- Recruit, train and supervise program leaders and volunteers
 - Provide direction and clarity for staff and volunteers, encourage input, foster communication and provide feedback to children, parents, leaders and programmer(s)
 - Ensure all appropriate program information is distributed to parents/guardians
 - Plan, schedule and promote day camp programs and its activities
 - Administer the program, including registration follow up, distribution and reconciliation of program funds, purchasing of supplies, booking activities and monitoring staff hours
 - Actively ensure safety of children, staff and volunteers through following safety guidelines and communicating risk management procedures
 - Prepare program evaluations, complete final program report and complete other tasks as required
 - Participate regularly in program out-trips

Rate of Pay: \$19.57 per hour + 4% in lieu of vacation

Job Duration: Up to 14 weeks of employment between June 1st to September 4th 2020

Note: Hours per week and period of employment are dependent upon Canada Summer Jobs/ESDC funding. Employment is dependent on completion of criminal record check.

Deadline for Applications: Friday, March 27, 2020 at 5:00pm

Please forward cover letter & resume to: jeremy.guan@vancouver.ca with subject line "Champlain Project Manager"

We thank all applicants, only those short listed will be contacted.