



## Champlain Heights Recreation Centre

3350 Maquinna Drive, Vancouver, B.C. V5S 4C6  
Phone: 604.718.6575 Fax: 604.718.6580

### - JOB POSTING -

## Youth Leadership Summer Day Camp - Project Manager

Champlain Heights Community Centre is seeking a highly organized individual with strong leadership skills and past experience working with youth in a community centre or recreational setting to oversee day camps for youth aged 11-14yrs. Youth Leadership Summer Day Camp will take part in out trips, leadership games and activities, workshops, presentations, guest speakers, and community volunteering.

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 preferable
- Excellent problem solving, communication, and interpersonal skills
- Valid First Aid & CPR 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 day camp leaders and volunteers
  - Provide direction and clarity for staff and volunteers, encourage input, foster communication and provide feedback to youth, 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 youth, 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 1<sup>st</sup> to Sep 4<sup>th</sup> 2020

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

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

**Please forward cover letter & resume to:** [laura.weston@vancouver.ca](mailto:laura.weston@vancouver.ca) with subject line "Champlain Youth Project Manager"

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