



# WEST END COMMUNITY CENTRE ASSOCIATION

870 Denman Street, Vancouver, B.C. V6G 2L8 604.257.8333 www.westendcc.ca

Jointly operated by the Vancouver Board of Parks and Recreation and the West End Community Centre Association

## EMPLOYMENT OPPORTUNITY Summer Day Camp Manager

The West End Community Centre Association enhances the quality of life of the residents and visitors of the West End and Coal Harbour communities by providing recreational, educational and social activities and services. The West End & Coal Harbour Community Centres are looking for two energetic, enthusiastic and responsible individuals to plan, lead and implement our Summer Day Camp programs for children ages 6 to 13 years.

### Qualifications:

- Experience working in a Day Camp setting as a leader or manager
- Strong knowledge of age-appropriate activities & out trips for children ages 6 to 13 years
- Excellent communication and interpersonal skills
- Demonstrated leadership skills with children & adults, including supervision, training, problem-solving and giving feedback
- Demonstrated administrative skills in program planning, evaluation and reporting
- Microsoft Word & Excel processing and desktop publishing skills
- Ability to work independently and within a team
- Ability & willingness to work within a culturally, economically and socially diverse community

### Responsibilities include, but are not limited to:

- Liaising & working with the senior recreation staff at the West End and/or Coal Harbour Community Centres to ensure the efficient operation of all Day Camp programs
- Coordinating day camp programs for children ages 6 to 13 years
- Working with the day camp leaders to plan & implement age-appropriate activities (ie. arts & crafts, games, out trips)
- Identifying supplies & equipment needs and replacing/purchasing necessary supplies
- Marketing and promotion of all Day Camp programs including detailed schedules for each camp
- Hiring, training, supervising and evaluating all Day Camp staff and volunteers
- Providing supervision, leadership & support to day camp leaders and organizing regular opportunities for feedback and evaluation
- Managing the budget in a responsible manner and overseeing weekly petty cash usage & reporting
- Providing a safe, educational and engaging environment for children, volunteers and staff
- Coordinate COVID-19 policies, procedures in accordance with City guidelines, PHO, and viaSport guidelines.
- Communicating with parents who have questions/concerns regarding the day camp programs and working with the supervisor to resolve any issues
- Coordinating the collection of participants' waiver forms and ensuring that the daily sign-in & sign-out of participants is conducted in a safe, efficient manner
- Compiling program evaluations from leaders and participants and preparing an overall final report

### Conditions of employment:

- Successful Police Records clearance
- Current First Aid and CPR C certification
- As conditions of a position covered by the Canada Summer Jobs grant, the successful applicant must be between the ages of 16 and 30 years
- Preference will be given to those who are choosing a career in recreation, education, social services or social sciences

### Terms of Employment:

\*positions, rate of pay, total hours, and start date dependent on funding from the Canada Summer Jobs Grant

- May 25, 2021 to September 3, 2021\*
- 25 to 40 hours per week
- \$20.37 per hour plus 4% in lieu of vacation pay and 4% in lieu of statutory holiday pay

Please forward your cover letter & resume, via mail or email by April 24, 2021\* at 5pm to:

**West End Community Centre Attn: Recreation Programmer/ Community Youth Worker**

Mail: 870 Denman Street, Vancouver, BC V6G 2L8 Email: [randy.chan@vancouver.ca](mailto:randy.chan@vancouver.ca) (Please send as one PDF)

*\*Dates may be adjusted due to Covid-19*

*We would like to thank all applicants for taking their time to apply. Only shortlisted applicants will be contacted.*