



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 - Senior Leader

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 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 or related setting as a leader or volunteer
- Strong knowledge of age-appropriate activities & out trips for children ages 6 to 13 years
- Excellent communication and interpersonal skills
- Demonstrated leadership & problem solving skills
- Familiarity with working within a budget and tracking expenses
- Demonstrated administrative skills in program planning, word processing and reporting
- Current First Aid/CPR certification
- 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:

- Providing direct leadership, supervision and instruction to Day Camp participants
- Planning, promoting and implementing age-appropriate activities (ie. arts & crafts, games, out-trips) that fit with the weekly theme developed by the Day Camp Managers
- Providing a safe, educational and engaging environment
- Follow COVID-19 procedures in coordination with Camp Manager and Recreation Staff.
- Working cooperatively with and being a positive role model to fellow staff and volunteers
- Preparing and submitting feedback for the Day Camps & providing recommendations for future programs
- Liaising & working with Recreation Staff at the West End & Coal Harbour Community Centres to ensure the efficient operation of Day Camp programs
- Collecting information for medical & waiver forms from participants each week and ensuring that the sign-in & sign-out of children each day is conducted in a safe & efficient manner
- Tracking & reporting petty cash usage on a weekly basis

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

- Senior Leader: June 14 to September 3, 2021*
- 30 to 40 hours per week
- \$16.67 (Senior) 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 6pm to:
West End Community Centre Attn: Recreation Programmer/ Community Youth Worker
Mail: 870 Denman Street, Vancouver, BC V6G 2L8
Email: randy.chan@vancouver.ca (Please send CL & Resume 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.