



HASTINGS COMMUNITY CENTRE Employment Opportunity – Summer 2019 Project Manager – Summer Day Camp

This position involves direct leadership, supervision of staff and program coordination of a summer day camp for children and youth ages 6 to 14 years.

Responsibilities:

- Assist with hiring, training and evaluating of all day camp staff and volunteers
- Assist with marketing and promoting of all day camp programs including detailed schedule for each week
- Coordinate day camp programs for children 6-14 years old
- Coordinate the collection of participants' medical information & waiver forms and ensure our day camp procedures are conducted in a safe and efficient manner
- Identify supplies and equipment needs and submit a budget to the supervisor for requisitions
- Liaison and communicate with parents and/or guardians who have questions/concerns regarding the day camp programs and working with the supervisor to resolve any issues
- Liaison, communicate and work with the Recreation Staff to ensure the efficient operation of all day Camp programs
- Managing budgets and overseeing weekly petty cash usage and reports
- Organize with the day camp leaders to develop weekly plans and implement age-appropriate activities in accordance with weekly themes
- Provide a safe, educational and engaging environment for all children, staff and volunteers
- Provide supervision, leadership and support to day camp staff and volunteers
- Compile program evaluations from leaders, volunteers and participants as well as completing a final report
- Responsible for the safety, leadership and supervision of children 6-14 years old, volunteers and staff in a variety of activities

Qualifications:

- Ability to work independently and contribute positively to a team environment
- Experience working with children in a day camp setting
- Knowledge and experience working with children with special needs and behavioural problems
- Excellent communication skills
- Proven leadership ability
- Valid First Aid & CPR certification
- Requirement to complete a Police Record Search
- Class 4 Driver's License an asset
- Ability to speak a second language an asset

Term and Conditions:

- This position is made possible by the Canada Summer Jobs grant; all positions are subject to funding approval
- You must be between the ages of 19 - 30
- Position will run late May – late August 2019, exact dates TBA, with some part-time hours in April/May for an orientation, staff team hiring and early planning.
- \$21.63 per hour plus 4% vacation pay
- 40 hours per week, Monday to Friday

Please mail, e-mail or drop off your cover letter and resume no later than April 14, 2019 to:

Hastings Community Centre
Attention: TJ Shukla, Community Youth Worker
3096 E. Hastings Street, Vancouver, BC, V5K 2A3
Email: hastingscc@vancouver.ca

Please place your name and position applying for in the subject line.

Hastings Community Centre is an Equal Opportunity Employer.

Thank you for all of your interest in this position. However, only those applicants who are short-listed will be contacted.