



## **HASTINGS COMMUNITY CENTRE**

### **Employment Opportunity – Summer 2018**

#### **Project Manager – Summer Day Camp**

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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 Summer Career Placements grant; all positions are subject to funding approval
- You must have been a full time student in 2017-2018 with the intent of returning full time in the fall of 2018.
- Position will run late May – late August 2018, exact dates TBA, with some part-time hours in April/May for an orientation, staff team hiring and early planning.
- \$21.15 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 15, 2018 to:

**Hastings Community Centre**  
**Attention: Karen Chow, Recreation Programmer**  
**3096 E. Hastings Street, Vancouver, BC, V5K 2A3**  
**Email: [hastingscc@vancouver.ca](mailto: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.*