



## HASTINGS COMMUNITY CENTRE Employment Opportunity – Summer 2020 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 2020, exact dates TBA, with some part-time hours in 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 (as one PDF) or drop off your cover letter and resume no later than April 5, 2020 to:

**Hastings Community Centre**  
**Attention: TJ Shukla, Community Youth Worker**  
**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.*