



## West End and Coal Harbour Community Centres

870 Denman Street, Vancouver, BC V6G 2L8

Ph: 604 257 8333 Fax: 604 257 8338 [www.westendcc.ca](http://www.westendcc.ca)

### Summer Day Camp Leaders – Junior & Senior West End and Coal Harbour Community Centres

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 3 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 3 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
- Working cooperatively with and being a positive role model to fellow staff and volunteers
- Tracking & reporting petty cash usage on a weekly basis
- 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
- Preparing and submitting feedback for the Day Camps & providing recommendations for future programs

#### Conditions of employment:

- Successful police record clearance
- Must be between the ages of 16 and 30 years
- If applying for a position covered by the CSJ grant, the applicant must be a full time student (2016-2017) with the intention of returning to school full-time in 2017-2018
- 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 CSJ Grant

- Senior Leader: June 19 to September 1, 2017
- Junior Leader: June 26 to September 1, 2017
- 20 to 40 hours per week
- \$14.00 to \$16.00/hour plus 4% in lieu of vacation pay and 4% in lieu of statutory holiday pay

Please forward your cover letter & resume, including the position(s) you are applying for in the subject line, via mail or email by **Friday, April 28th, 6pm** to:

**West End Community Centre**

**Attn:** Community Youth Worker

**Mail:** 870 Denman Street, Vancouver, BC V6G 2L8

**Email:** [westendcc@vancouver.ca](mailto:westendcc@vancouver.ca)