



Employment Opportunity Day Camp Manager – Summer Day Camps 2018

West Point Grey Community Centre is looking for energetic, enthusiastic and responsible individuals to oversee and coordinate our Summer Day Camp for children ages 3-13 years in collaboration with the Recreation Programmer.

***Please specify if you are fluent in French and/or have a Class 4 license.**

Qualifications

- Experience working in a day camp or related setting as a leader or manger/coordinator
- Strong knowledge of age-appropriate activities & out trips for children ages 3-13 years
- Knowledge of the West Point Grey Community is an asset
- Excellent communication, interpersonal skills, leadership & problem solving skills
- Ability to work independently, within a team and as a leader
- Demonstrated administrative skills in program planning, evaluation and reporting
- Experience with budget development and working within a budget
- Microsoft Office, Excel and Desktop Publishing skills
- Fluency in French is a strong asset (French camps are available)
- Class 4 license is an strong asset (Pre-teen camp has access to a 15 passenger van)

Responsibilities in collaboration with the Programmer include, but are not limited to

- Coordinating Day Camp programs for children ages 3-13 years of age
- Providing direct leadership, supervision and instruction to day camp leaders, volunteers and participants while providing regular opportunities for feedback and evaluations
- Identifying supplies and equipment needs and recommending them to the Programmer
- Marketing and promotion of all day camp program including detailed schedules for each camp
- Hiring, training, supervising and evaluating day camp staff and volunteers
- Managing a budget and overseeing petty cash usage with appropriate reports
- Participating in out-trips and activities and providing direct leadership as needed
- Maintaining open communication with all parents and liaising with parents who have questions and concerns while communicating with the Recreation Programmer to resolve any issues
- Collecting information waiver forms from participants each week and ensuring that the check in & sign out of children each day is conducted in a well-organized manner
- Compiling a detailed final report which would include recommendations, program and leader evaluations

Necessary Conditions of Employment

- Between the ages of 15 and 30 years
- Current First Aid/CPR Certification
- Clearance of a Police Record Check
- Preference will be given to those who are choosing a career in Recreation, Education or Social Sciences
- The applicant must currently be a full time Post-Secondary school student with the intention of returning to school full-time in September 2018.

Terms of Employment

- Mid-May/early June until the end of August – exact dates to be determined
- 40 hours/week mid-June – end of camp (hours will be less during May and early June)
- \$18/hour (includes 4% vacation pay)

We thank all applicants for applying but only short-listed candidates will be contacted. Please forward your cover letter & resume via email or in person, indicating the position you are applying for by **Friday April 27, 2018 at 5pm.**

**West Point Grey Community Centre
Attention: Natalie Vermaas, Recreation Programmer II**

4397 West 2nd Avenue, Vancouver BC V6R 1K4

natalie.vermaas@vancouver.ca – Subject line: Day Camp Manager Application