



Employment Opportunity
Senior and Junior Leaders – French Immersion
Summer Day Camps 2018

West Point Grey Community Centre is looking for energetic, enthusiastic and responsible individuals to plan, lead and implement our Summer Day Camp Programs for children ages 6-12 years.

Qualifications

- Experience working in a day camp or related setting as a leader or volunteer
- **Fluency in French is required as this is a French camp and 99% of the communication with the children and the activities should occur in conversational French**
- Strong knowledge of age-appropriate activities & out trips for children ages 6-12 years
- Excellent communication, interpersonal skills, leadership & problem solving skills
- Familiarity with working within a budget and tracking expenses
- Demonstrated administrative skills in program planning, word processing and reporting
- Ability to work independently and within a team
- Ability & willingness to work within a culturally, economically and socially diverse community
- Knowledge of the West Point Grey Community is an asset

Responsibilities include, but are not limited to

- Providing direct leadership, supervision and instruction to the day camp participants in French
- Planning, promoting and implementing age-appropriate activities (i.e. arts & crafts, games, out-trips) that fit with the weekly theme developed by the Day Camp Manager and Programmer; while providing a safe and engaging environment
- Ability to work independently and as a team player with the fellow Day Camp staff and volunteers
- Tracking & reporting petty cash usage on a weekly basis/maintaining a budget
- Collecting information for medical & waiver forms from participants each week and ensuring that the check in & sign out of children each day is conducted in a safe & efficient manner
- Maintaining good open communication with parents, children, the Day Camp Manager and WPG Programmer

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 and who are currently full time Secondary or Post-Secondary school student (2017-2018) with the intention of returning to school full-time in September 2018.

Terms of Employment

- Mid-June until late August – exact dates to be determined (one camp will run until August 31st)
- Additional mandatory training dates will be held in early June (starting week of June 17th)
- 30-40 hours/week
- \$14-\$16/hour includes 4% vacation pay.

Please forward your cover letter & resume via email or in person, indicating the position you are applying for by **Monday April 23, 2018 at 5pm** to:

West Point Grey Community Centre
Attention: Natalie Vermaas, Recreation Programmer
4397 West 2nd Avenue, Vancouver BC V6R 1K4
natalie.vermaas@vancouver.ca

Subject line: Day Camp Leader Application – French Immersion

We thank all applicants for applying but only short-listed candidates will be contacted.