



## Employment Opportunity Senior and Junior Leaders – Summer Day Camps 2017

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 5-13 years.

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

### 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 5-13 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
- Fluency in French is an asset (French camps are available)
- Class 4 license is an asset (Pre-teen camp has access to a 15 passenger van)

### Responsibilities include, but are not limited to

- Providing direct leadership, supervision and instruction to the day camp participants
- 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 (2016-2017) with the intention of returning to school full-time in September 2017. *Please note the Senior leaders positions are mainly for Post-Secondary school students.*

### Terms of Employment

- Mid June to late August – exact dates to be determined (one camp will run till Sept 1<sup>st</sup>)
- Additional mandatory training dates will be held in early June (starting week of June 12<sup>th</sup>)
- 30-40 hours/week
- \$14 to \$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 **Friday April 28, 2017 5pm** to:

**West Point Grey Community Centre**  
**Attention: Natalie Vermaas, Recreation Programmer**  
4397 West 2<sup>nd</sup> Avenue, Vancouver BC V6R 1K4

[natalie.vermaas@vancouver.ca](mailto:natalie.vermaas@vancouver.ca) – Subject line: Day Camp Leader Application

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