



Renfrew Park Community Centre

2929 East 22nd Avenue, Vancouver, BC, V5M 2Y3

(P) 604 257-8388 (F) 604 257-8392

renfrewcc@vancouver.ca

Employment Opportunity: 2023 Spring Break Day Camp Leader

Scope of Work

This position involves direct supervision and leadership with children, administrative duties and the overall supervision of day camp staff and volunteers. Candidates should be highly organized with strong leadership skills and past experience in day camp programs. This program is held in a combination of a day camp and classroom setting.

Responsibilities for Day Camp Supervisor

- Responsible for the safety, leadership and supervision of children between the ages of 6 to 12 years
- Lead, direct and assist the Jr and Sr leaders in the implementation of the Day Camp.
- Provide and maintain a budget for the day camp program.
- Plans, organizes & leads children in special events, out-trips, sports, games, arts, crafts, music and educational activities
- Discipline children using teaching, encouragement and natural and logical consequence methods
- Maintains good communication with parents, children, co-workers and volunteers
- Troubleshoot and resolve issues and concerns that may arise with staff, participants or parents.
- Responds to first aid needs and unusual incidents
- Cleans up and secures room as per COVID19 protocols and leaving it presentable for evening programs/community groups.
- Performs basic administrative tasks such as attendance checks and writing progress reports

Responsibilities for Day Camp Jr/Sr Leader

- Responsible for the safety, leadership and supervision of children between the ages of 6 to 12 years.
- Assists in the planning and organization of activities for children.
- Lead programs and activities under the direction of the Day Camp Supervisor.
- Discipline children using teaching, encouragement and natural and logical consequence methods.
- Maintains good communication with parents, children and staff team.
- Responds to first aid needs and unusual incidents.
- Cleans up and secures room as per COVID19 protocols and leaving it presentable for evening programs/community groups.

Qualifications

- Previous experience working in a day camp setting
- Excellent organizational, supervisory and interpersonal and communication skills
- Diverse knowledge of activities and outings suitable for children 6-12 yr olds
- Demonstrates knowledge in dealing with emergencies, unusual incidents and behaviour challenges
- Previous supervisory experience preferable
- Ability to work independently and contribute positively to a team environment
- Familiarity and knowledge of computer software Microsoft Word or Publisher
- Demonstrates high levels of initiative and resourcefulness
- Knowledge of Play it Fair! Toolkit is an asset www.equitas.org/toolkit
- Familiarity with and sensitivity to providing services in a multi-cultural community
- Valid First Aid & CPR certification
- Ability to speak a second language an asset, particularly Cantonese or Mandarin
- A valid class 5 Drivers License and access to a vehicle is an asset.

Necessary Conditions for Consideration

- Required to complete a Police Record Search

Terms of Employment

- Rate of pay \$17.50-\$22.00/hr +4-6% in lieu of benefits (wage based on experience with day camps)
- Staff are expected to be available full time (35hrs/week, between 8:30am-4pm)
- Camp dates run from March 13-17, March 20-24 with some preparation days required before start of camp.
** Some variations in scheduling may be necessary to accommodate pre-program tasks and training*

Please send your resume no later than Feb 28, 2023 to:

Renfrew Park Community Centre

Email: nick.fong@vancouver.ca and/or paula.parman@vancouver.ca

Attn: **Nick Fong, Recreation Programmer and/or Paula Parman, Program Assistant III**

Thank you for all of your interest in this position.

However, only those applicants who are short-listed will be contacted.