



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: 2017 Summer Day Camp Supervisor

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

- 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 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
- Assists with program promotion
- Maintains good communication with parents, children, co-workers and volunteers
- Responds to first aid needs and unusual incidents
- Cleans up and secures room leaving it presentable for evening programs/community groups
- Performs basic administrative tasks such as attendance checks and writing progress reports

Qualifications

- Previous experience working in a day camp setting
- Previous supervisory experience preferable
- 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 behavior challenges
- 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 an asset <www.equitas.org/toolkit>
- 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.
- Familiarity with and sensitivity to providing services in a multi-cultural community

Necessary Conditions for Consideration

- Must have been a full time student in 2016-2017 with the intent of returning full time in the Fall of 2017
- Required to complete a Police Record Search
- This position is made possible by the Canada Summer Jobs funding; all positions are subject to funding approval

Terms of Employment

- Employment may be at a daycamp at **Renfrew Park Community Centre**, or **Falaise Park Community Hall**.
- Rate of pay \$17.50-\$18.00/hr based on experience and position.
- Staff are expected to be available full time (35-40hrs/week): Jun 19-Aug 25 (Falaise), Jun 19-Sept 1 (Renfrew)
- Training sessions will be required prior to Jun 19

** Some variations in scheduling may be necessary to accommodate pre-program tasks and training*

*** Based on experience with day camps*

Please send your resume no later than March 31th, 2017 to:

Renfrew Park Community Centre
2929 E. 22nd Avenue, Vancouver, BC V5M 2Y3

Email: nick.fong@vancouver.ca

Attn: Nick Fong, Recreation Programmer

Thank you for all of your interest in this position.

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