



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: 2018 Spring Break Daycamp Staff

Scope of Work

This position involves direct supervision and leadership with children, and the overall supervision of day camp staff and volunteers.

Candidates should be highly organized with strong leadership skills and past experience working in day camp programs. This program is a combination of outdoor activities and those held in a classroom setting.

Responsibilities

- Plan and develop daily and weekly age-appropriate activities working with weekly themes including: out-trips, arts & crafts and games
- Provide direct leadership and instruction for daily activities and outings by supervising children, ensuring safety of children and organizing and implementing planned activities
- Train and supervise a group of camp leaders and volunteers
- Develop and monitor a budget, book all out-trips, activities and transportation
- Develop publicity material, produce flyers, press releases and social media updates, monitor registration
- Communicate with parents who may have questions and concerns regarding the daycamp program and forward major questions and concerns to the Recreation Programmer
- Supervise, evaluate and mentor Junior/Senior Leaders, and volunteers
- Participate in out-trips and activities where available
- Responds to first aid needs and unusual incidents
- Cleans up and secures room leaving it presentable for evening programs/community groups
- Work with other Recreation Staff at the Renfrew Park Community Centre to ensure the efficient operation of the daycamp program

Qualifications

- Be available to work for the entire duration of the camp
- Previous experience working in a day camp setting is preferred
- Educational courses relating to child development, recreation, social services or a related field
- Experience working with budgets and producing publicity materials
- Completed satisfactory Police Record Check
- A minimum of Emergency First Aid and CPR 'B' is required (CPR 'C' is preferred)
- Excellent organizational, supervisory, interpersonal and communication skills. Demonstrates high levels of initiative and resourcefulness.
- Diverse knowledge of activities and outings suitable for children 6-12 years old
- Demonstrates knowledge in dealing with emergencies, unusual incidents and behavior challenges
- Ability to work independently and contribute positively to a team environment
- Knowledge of Play it Fair! Toolkit an asset <www.equitas.org/toolkit>
- Ability to speak a second language an asset, particularly Cantonese or Mandarin
- Familiarity with and sensitivity to providing services in a multi-cultural community

Necessary Conditions for Consideration

- Successful candidates will be expected to work:
Mon-Fri, Mar 19-23, and Mon-Thu Mar 26-29. 8:30am-4:00pm with a 30 minute unpaid break.
- There is potential for before camp and after camp care staffing.
Some planning hours will be allocated before the camp.

Terms of Employment

- \$12.75-\$16.50 per hour (plus 4% Holiday Pay) (Based on experience with day camps)
- 3 staff will be hired for Mar 13-17, and 2 for Mar 20-24.

Please send your resume no later than January 31st, 2018 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.