



Job Opportunity

Summer Day Camp Project Manager

Sunset Community Centre is seeking a dynamic and organized Summer Day Camp Project Manager to oversee and implement our diverse summer camps! Every week offers exciting out-trips and engaging activities that provide opportunities to build friendships, leadership skills, creativity, and self-esteem in a recreational environment.

The Sunset Day Camps are structured in the following way:

Summer Escape Day Camp (6-12 yrs)
Adventure, discovery, environmental stewardship, grassroots leadership development, diversity, and friendship are the central values of this camp. Monday to Friday 9:00am-4:00pm, July 6-August 28 Before/After Camp Care: 8:00am-9:00am, 4:00pm-5:00pm
Creative REMIX Art Camp (6-12yrs)
Art, sports, environmental and fun. Each week, campers will work with a guest artist, go on trips, and engage in artistic activities. Monday to Friday 9:30am-3:30pm, July 6-August 28 Before/After Camp Care: 8:00am-9:30am, 3:30pm-5:00pm
Youth Camp (12-16 yrs)
This leadership camp supports youth on learning life skills and developing leadership through fun activities, workshops and volunteering. Monday to Friday 10:00am-4:00pm, July 6-August 28

Responsibilities:

Administration

- Managing summer day camp activities, with support from the Recreation Programmer/Community Youth Worker
- Managing budgets, marketing and promotion of camps, preparing reports and payroll
- Liaising with parents/guardians of day camp participants
- Communicating with Community Centre staff and following organizational procedures

Human Resources

- Participating in the hiring process of day camp supervisors and leaders
- Planning and implementing appropriate training for day camp supervisors, leaders and volunteers
- Preventing and resolving conflicts
- Training, supervising, leading and evaluation of Day Camp staff and volunteers
- Team building and mentoring

Programming

- Programming unique opportunities ranging from outdoor adventure to urban activities
- Ensuring that leaders and supervisors carry out programming safely
- Keeping the campers engaged in meaningful play and assisting leaders on out trips when necessary

Qualifications & Experience:

- Experience working in a day camp setting as leader or manager
- Experience working with children and youth ages 6-16 in a recreational setting
- Excellent communication, leadership, problem-solving and interpersonal skills
- Valid first aid and CPR is mandatory; valid BC Driver's License and second language is an asset
- Experience with administrative tasks such as payroll, reports, and managing budgets
- Clearance of a Police Record Check

To be eligible to participate in the Canada Summer Jobs initiative, individuals must:

- Be between 15 and 30 years of age at the start of the employment
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act3
- Be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations

Work Schedule: Up to 40 hrs/wk: Shifts ranging between 8am-5pm Monday to Friday from May until August. Part-time planning in April will be required (hours to be negotiated).

Rate of Pay: \$22.50 per hour plus 4% in lieu of benefits

Deadline: Applications are due no later than **Monday, April 13, 2020**

Submit Cover Letter and Resume via email to:

Mawi Bagon – Recreation Programmer, mawi.bagon@vancouver.ca

Please list the position "Summer Day Camp Project Manager" in the subject line.

ONLY EMAIL APPLICATIONS WILL BE ACCEPTED

We thank all applicants for their interest in the Summer Day Camps program, but due to the volume of applications received, we are only able to contact those applicants who have been selected for an interview. No phone calls please.