

# KERRISDALE COMMUNITY CENTRE

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Visit us on the web at [www.kerrisdalecc.com](http://www.kerrisdalecc.com)

Jointly Operated by the Vancouver Park Board and the Kerrisdale Community Centre Society



## SUMMER JOB OPPORTUNITY – DAYCAMP MANAGER

The Kerrisdale Community Centre is looking for an organized, energetic and responsible individual to provide program planning, supervision and direct leadership for the Summer Safaris (6-10yrs) Camp and Youth (11yrs+) Camp in the role of Daycamp Manager. We are looking to fill the following position:

| <u>Position Title</u>                          | <u>Term (June 8- September 4)</u> | <u>Rate of Pay</u> |
|------------------------------------------------|-----------------------------------|--------------------|
| <b>Daycamp Manager</b><br>(Oversees two camps) | 40 hours/week for 13 weeks        | \$21/hour*         |

*\* This position will receive 4% vacation pay on top of their hourly rate of pay*

### Responsibilities of the Daycamp Manager will include:

- ✓ Oversee the operation of two ten-week full-time summer Daycamp programs for school aged children and youth
- ✓ Plan and develop daily and weekly age-appropriate activities working with weekly themes including: Out-trips, arts & crafts and games
- ✓ 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
- ✓ Work with other Recreation Staff at the Kerrisdale Community Centre to ensure the efficient operation of the Daycamp program
- ✓ Complete evaluations of the leaders, volunteers and the Daycamp
- ✓ Participate in out-trips and activities where available

### Qualifications required for the Daycamp Manager position:

- ✓ Be available to work for the entire duration of the camp and for planning time prior to camp
- ✓ Have two or more years of professional experience working with children in a Daycamp setting, preferably in a City of Vancouver Daycamp
- ✓ Educational courses relating to child development, recreation, social services or a related field
- ✓ Experience working with budgets and producing publicity materials
- ✓ Customer service training
- ✓ A minimum of Emergency First Aid and CPR 'B' is required (CPR 'C' is preferred)
- ✓ Employment is subject to successful clearance of Police Record Check including vulnerable sectors search
- ✓ Applicants must be between the ages of 15-30
- ✓ Ability to speak a second language is an asset

Please forward your cover letter and resume via mail, fax or e-mail by **Monday, April 6, 2020** to:

Shannon Brown, Recreation Programmer  
Kerrisdale Community Centre  
5851 West Boulevard, Vancouver BC, V6M 3W9  
Fax: 604-257-8313 | E-mail: [shannon.brown@vancouver.ca](mailto:shannon.brown@vancouver.ca)

***We thank all applicants but only those short-listed for an interview will be contacted.***