

Day Camp Manager Job Posting

The Kerrisdale Community Centre Society is seeking an organized, energetic, and responsible individual to lead our Summer Safaris Day Camp (ages 6-12) as a Day Camp Manager.

Position Details

- **Position:** Day Camp Manager
- **Term:** June 2 to August 29, 2025 (40 hours/week for 12 weeks)
- **Pay Rate:** \$25 - \$27/hour*
Includes an additional 4% vacation pay
- *Start and end dates may vary based on program needs*

Responsibilities

The Day Camp Manager will oversee the nine-week summer day camp program and will be responsible for:

- Planning and organizing daily and weekly age-appropriate activities based on weekly themes, including out-trips, arts & crafts, and games
- Training and supervising a team of camp leaders
- Managing the program budget and planning activities accordingly
- Creating publicity materials, including flyers and social media updates
- Monitoring registration and maintaining participant records
- Communicating with parents, addressing questions and concerns, and escalating major issues to the Recreation Programmer
- Coordinating with other Recreation Staff to ensure smooth camp operations
- Conducting performance evaluations for camp leaders
- Actively participating in camp activities and out-trips
- Fostering a positive team environment by promoting open communication and addressing conflicts
- Handling customer service issues that camp leaders may find challenging
- Managing and overseeing volunteers
- Maintaining petty cash and working with the Programmer on budget management
- Collaborating closely with the Programmer to ensure program success

Qualifications

- Available to work for the entire camp duration, including pre-camp planning

- Minimum two years of experience working with children in a day camp setting (preferably within the City of Vancouver)
- Education or training in child development, recreation, social services, or a related field
- Experience with budget management and creating publicity materials
- Customer service training
- Current and valid Emergency or Standard First Aid **and** CPR C (please attach a copy of certification to application).
- Employment is contingent on a successful Police Information Check
- Applicants must be between 15-30 years old
- Ability to speak a second language is an asset

How to Apply

Please submit your **cover letter, resume, and required certifications** via email to anson.siu@vancouver.ca by **March 24, 2025**.

We appreciate all applications, but, due to the large volume of applicants, only shortlisted candidates will be contacted.

Kerrisdale Community Centre
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