

## **Summer 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 9 to August 28, 2026 (40 hours/week for 12 weeks)  
*Start and end dates may vary based on program needs*
- **Pay Rate:** \$25 - \$27/hour\*  
*Includes an additional 4% vacation pay*

### **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

### **Eligibility Requirements**

- Applicants must be between 15–30 years of age
- Available to work the full camp duration, including pre-camp planning
- Employment is contingent upon a successful Police Information Check

### **Required Certifications**

- Current and valid Emergency First Aid or Standard First Aid certification
  - CPR C certification
- (Please attach copies of certifications to your application.)*

### **Required Experience & Qualifications**

- Minimum two years of experience working with children in a day camp setting (experience within the City of Vancouver preferred)
- Education or training in child development, recreation, social services, or a related field

- Experience with budget management and developing publicity or promotional materials
- Customer service training

**Preferred Qualifications (Assets)**

- Ability to speak a second language

**How to Apply**

Please submit your **cover letter, resume, and required certifications** via email to [anson.siu@vancouver.ca](mailto:anson.siu@vancouver.ca) by **March 22, 2026**.

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

Kerrisdale Community Centre  
5851 West Boulevard, Vancouver, BC V6M 3W9