



## JOB POSTING Day Camp Project Manager

False Creek Community Centre is seeking a highly organized, energetic individual with strong leadership skills, experience in canoeing and kayaking and working with children to lead a dynamic team to provide a waterfront skill focused day camp for children ages 8-13 years. In compliance with HRSDC Summer Jobs Grant guidelines, applicants must be registered full-time students during the preceding academic year and have intentions to return to school on a full-time basis in the next academic year. Applicants must also be between the ages of 15 and 30.

### Qualifications

- Strong leadership, communication, organizational, administration and planning skills
- Previous experience working with children in a team setting
- Demonstrated administrative skills in program planning, evaluation and reporting
- Previous experience supervising staff and youth volunteers
- Experience with budget development
- Valid First Aid and CPR certification (or the ability to obtain certification)
- Experience/certification in canoeing and/or kayaking is an asset
- Post-secondary educational in a related discipline is desirable

### Responsibilities

- Coordinate and collaboratively plan with staff team a day camp consisting of canoe/kayak skills training and traditional day camp activities/out-trips.
- Oversee daily operation and provide leadership through regular participation in activities and out-trips to ensure a successful, positive and safe experience for day camp staff, volunteers and children.
- Recruit, train and supervise day camp leaders and be a positive role model
- Provide ongoing feedback and performance reviews to staff/volunteers
- Implement and evaluate planned activities and provide reports on attendance, activities, program progress to the Recreation Programmer and complete a final written report/evaluation of the overall program.
- Administer the program including distribution and reconciliation of program funds, purchasing of supplies, booking activities and monitoring staff hours.
- Ensure all appropriate program information is distributed to parents/guardians and effectively respond to suggestions/concerns
- Ensure adherence to False Creek Association, Vancouver Park Board and [Canada Summer Jobs 2018 policies and practices](#)

### Terms/Conditions of Employment:

- Must satisfy requirements for a police record check of vulnerable clients prior to start date
- **Rate of pay: \$18.50 per hour, plus 4% vacation pay**, 40 hours per week, Monday-Friday, for up to 16 weeks, **May 7-August 24, 2018**, dependent upon HRSDC Summer Jobs grant funding

**Deadline for Applications: Friday, February 16, 2018**

Please forward cover letter & resume to: [kin.dang@vancouver.ca](mailto:kin.dang@vancouver.ca) with subject line "False Creek Day Camp Project Manager"

**Faxed resumes will not be accepted, no phone calls please.  
We thank all applicants, only those selected for an interview will be contacted.**