



Killarney Community Centre

6260 Killarney Street, Vancouver, B.C. V5S 2X7

Phone: 604-718-8212 Website: www.killarneycentre.ca

Jointly operated by the Killarney Community Centre Society and the Vancouver Park Board



- JOB POSTING -

Killarney Summer Fun Hybrid Day Camps – Project Manager (Program Supervisor)

Days: Monday to Friday (unless a statutory holiday); Mandatory Training Dates: TBD
Times: 8:30am-3:30pm or 8:45am-3:45pm
35HRS/WK (Summer Fun Hybrid Day Camp hours: 9:00am-3:00pm; 9:15am-3:15pm & 9:30am-3:30pm)
Rate of Pay: \$21.50 + 4% in lieu of vacation and stat holidays
Start date: June 14, 2021

Note: Hours per week and period of employment are contingent upon Canada Summer Jobs Grant/HRSDC funding.

Killarney Community Centre is seeking a highly organized individual with strong leadership skills and past experience working with children's community centre camp programs to oversee day camps for 6-12 year olds. The Project Manager will be enthusiastic, driven, responsible, and prepared to provide program planning, supervision, and direct leadership to the Summer Fun Hybrid Day Camp program. This is a summer position that involves going on walking out-trips and participating in various recreational activities.

Qualifications:

- Previous experience working with children ages 6-12 years old
- Previous experience working in a day camp setting as a Project Manager or Senior Leader
- At least one year of practical experience working with children and planning programs
- Strong leadership, communication, organizational, administrative, supervisory, interpersonal, and planning skills
- Demonstrates ability to work independently and in a team environment, takes initiative and is resourceful
- Demonstrates ability to manage emergencies, unusual incidents and behavioural challenges
- Proficiency with Microsoft Office Suite: Outlook, Word, Publisher, and Excel
- Formal post-secondary education in a related field is desirable
- Valid First Aid & CPR/AED Level C Certification
- Fluency in a second language is an asset

Job Specifications:

In consultation with the Recreation Programmer(s):

- Recruit, train, and supervise program leaders
- Provide direction and clarity for staff, encourage input and strong communication, and provide feedback to children, day camp leaders, and Recreation Programmer(s)
- Coordinate, schedule, and promote day camp programs and their activities (monthly, weekly, and daily calendars)
- Administer age-appropriate programming, conduct registration follow-up, distribute and reconcile program funds, purchase and identify supply and equipment needs, complete activity bookings, and monitor staff hours
- Liaise and communicate with parents and/or guardians who have questions/concerns regarding the Day Camp programs and work with the Recreation Programmer to resolve any issues
- Manage the day camp program budget and oversee weekly petty cash usage and submits reports
- Actively ensure safety of children and staff through following safety guidelines from WCB, Vancouver Park Board and Public Health Authorities, communicating risk management procedures, and participating regularly in program walking out-trips
- Prepare program and staff evaluations, complete final program report, and complete other tasks as required

Necessary Conditions for Consideration:

In compliance with the Canada Summer Jobs Grant/HRSDC guidelines, all applicants 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 Act for the duration of the employment; and,
- Be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
- Successful completion of a Police Record Check vulnerable sectors search prior to the program start date is also necessary

Application Deadline: Friday, April 2, 2021 at 5:00pm

Please forward cover letter & resume to: Michelle Stebnicki michelle.stebnicki@vancouver.ca
with subject line "Killarney Summer Fun Hybrid Day Camp - Project Manager".

Faxed resumes will not be accepted, no phone calls please.
We thank all applicants, only those short listed will be contacted.