



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 Youth Leaders-in-Training (LIT) Camp – Project Manager
(Program Supervisor, Recreation and Leisure)

Days: Monday to Friday (unless a statutory holiday); Mandatory Training Dates: TBA
Times: 9:30am-4:30pm; 35HRS/WK (Youth LIT Camp hours: 10:00am-3:30pm)
Rate of Pay: \$21.50 + 4% in lieu of vacation and stat holidays
Start date: June 14th, 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 and youth community centre camp programs. This position will oversee the youth leadership camp, called Youth Leaders-in-Training (LIT) camp. The camp will primarily consist of youth 11-14 year olds. A project manager will be enthusiastic, driven, responsible, and prepared to provide program planning, supervision, and direct leadership to the Youth LIT camp program. This is a summer position that involves developing leadership curriculum, planning activities on-site and off-site at local parks, and participating in other various recreational activities.

Qualifications:

- Previous experience working with children ages 6-9, 10-12, and 11-14
- Previous experience working in a day camp or youth leadership 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-C certification
- FoodSafe Level 1; HIGH FIVE Principles of Healthy Child Development certification; Class 5 driver's license; and fluency in a second language are considered assets

Job Specifications:

In consultation with the Community Youth Worker:

- Recruit, train, and supervise program leaders and volunteers
- Provide direction and clarity for staff and volunteers, encourage input and strong communication, and provide feedback to children, day camp leaders, and Community Youth Worker
- 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 supervisor to resolve any issues
- Manage the day camp program budget and oversee weekly petty cash usage and reports
- Actively ensure safety of children, staff, and volunteers through following safety guidelines, communicating risk management procedures, and participating regularly in program 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: Thursday, April 1, 2021 at 5:00pm

Please forward cover letter & resume to: riya.talwar@vancouver.ca with subject line "Killarney LIT Camp - Project Manager"

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