



ROUNDHOUSE COMMUNITY ARTS & RECREATION CENTRE

181 Roundhouse Mews, Vancouver BC, V6Z 2W3

Phone: 604-713-1800

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Website: www.roundhouse.ca

SUMMER JOB OPPORTUNITY – DAYCAMP MANAGER 2021

Days: Monday to Friday | Mid June-Early Sep | 37.50 hours/week for 12 weeks
Dates: June 14-September 3, 2021 Mandatory Training Dates: Sat, June 5 & 19 10:00am-2:00pm
Times: 8:30am-4:00pm; 10:15am-6:15pm | 7.5 hours/day (subject to change)
Rate of Pay: \$21 + 4% in lieu of vacation and stat holidays

Roundhouse Community Arts & Recreation Centre is seeking a highly organized individual with strong leadership skills and experience working with children's community centre camp programs to oversee day camps for 6-13 year olds. The Project Manager will be enthusiastic, driven, responsible, and prepared to provide program planning, supervision, and direct leadership to the Summer Safari Day Camp program. This is a summer position that involves going on walking out-trips and participating in various recreational activities.

Responsibilities of all Daycamp Staff will include:

In consultation with the Recreation Programmer(s):

- Recruit, train, supervise, and provide constructive feedback and coaching to day camp leaders.
- Provide direction and clarity for staff, encourage input and strong communication, and provide feedback to children, daycamp 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

Qualifications:

- Previous experience working with children ages 6-13 years old
- Previous experience working in a day camp setting as a Project Manager or 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 is an asset
- Formal post-secondary education in a related field is desirable
- Valid First Aid & CPR/AED Level C Certification
- Adhering to up-to-date COVID & Public Health Authority guidelines

Necessary Conditions for Consideration:

- Employment is subject to successful clearance of Police Record Check including vulnerable sectors search
- Current Standard/Emergency First Aid and CPR C certification

Application Deadline: **Thursday, May 6, 2021**

Please forward your cover letter and resume via e-mail or in-person to:
Jennifer Sine Jennifer.sine@vancouver.ca with subject line "Roundhouse Summer Daycamp Manager Position"

We thank all applicants but only those short-listed for an interview will be contacted.