



## Employment Opportunity **PROJECT MANAGER - SUMMER DAY CAMP**

Marpole-Oakridge Community Association is seeking a highly organized individual with strong organizational and leadership skills, past experience working with children and youth in community-based programs/camps to oversee summer day camp for children 6-12 year old and youth leadership camp for 11-14 year old. Youth Leadership Camp focuses on weekly leadership themed activities, workshops, out trips and experiential learning opportunities that develops personal growth.

### **Qualifications:**

- Strong leadership, organizational, administration and planning skills
- Strong knowledge of age-appropriate day camp activities
- At least one year of practical experience working with children/youth and planning programs
- Excellent problem solving, communication, and interpersonal skills
- Valid Emergency First Aid & CPR/AED C certification
- Working effectively with children from diverse cultures, economic backgrounds, and special needs
- Proficiency with e-mails and MS Office programs
- Fluency in a second language is an asset
- Have/pursuing an education in related field; such as education, recreation, CYCC, social services or a related discipline is preferred. A minimum completion of Grade 12 is required.

### **Job Specifications:** In consultation with the Recreation Programmer/Community Youth Worker:

- Recruit, train and supervise program leaders and volunteers and lead weekly day camp staff meetings.
- Provide clear direction to staff and volunteers, foster an inclusive work environment
- Provide communication and feedback to children, parents, leaders, and supervisors
- Ensure all appropriate program information is distributed and all proper documentation is completed
- Work with the behavior specialist to plan and support children with special needs into camp activities
- Plan, schedule and promote safety in all day camp related programs and activities
- Administer the program, including registration, follow up, distribution and reconciliation of program funds, purchasing of supplies, booking activities and monitoring staff hours
- Prepare program and staff evaluations, complete a final day camp report, and other tasks as required
- Oversee and coordinate the operations of summer day camps (6-12yrs) and Youth Leadership Camp (11-14yrs), including organization, planning, supervision and mentorship of staff along with the Community Youth Worker

**Rate of Pay:** \$24.00 per hour + 4% in lieu of vacation

**Hours of Work:** Monday - Friday 35 - 40 hours per week, up to 11 weeks between June to August.

### **Must be available:**

Day Camp Manager Training on **May 28 12-5pm**

Day Camp Leader Training on **June 14<sup>th</sup> 9am – 5pm**

Full 8 weeks during the summer **Jun 30 – August 22**

Additional part-time hours may be required prior to or after the project period.

**Conditions for Consideration:** Hours per week and period of employment are dependent upon Canada Summer Jobs program funding. A cleared police information check is a requirement for this position.

**Deadline for Applications: March 2, 2025 @ 11:59pm**

Please forward cover letter & resume to: [marpole.camps@vancouver.ca](mailto:marpole.camps@vancouver.ca)

with the subject line "2025 Summer Camp Project Manager"

We thank all applicants for their interest; however, only those short-listed will be contacted. No phone calls please.