



## Employment Opportunity

### Summer Day Camp – Project Manager

**Marpole-Oakridge Community Association** is seeking an organized and dynamic Project Manager to oversee the Summer Day Camp (ages 6–12) and Youth Leadership Camp (ages 11–14). The Youth Leadership Camp features leadership-themed activities, workshops, field trips, and experiential learning opportunities that promote personal growth.

#### Qualifications:

- Strong leadership, organizational, and administrative skills
- Minimum 1 year of experience working with children/youth and planning programs
- Knowledge of age-appropriate camp activities
- Excellent communication and problem-solving skills
- Valid Emergency First Aid & CPR/AED Level C
- Experience supporting children from diverse backgrounds, including those with special needs
- Proficiency in MS Office and email; second language an asset

#### Requirements:

- Grade 12 minimum; post-secondary education (completed or in progress) in Education, Recreation, CYCC, Social Services, or related field preferred
- Canadian citizen, permanent resident, or person with refugee protection
- Legally entitled to work in Canada

#### Key Responsibilities

- Recruit, train, and supervise staff and volunteers
- Lead staff meetings and provide mentorship
- Plan, coordinate, and ensure safety of all camp activities
- Communicate with parents, staff, and supervisors
- Support inclusion of children with special needs
- Manage program administration (registration, documentation, purchasing, budget tracking, staff hours)
- Complete evaluations and final reports
- Oversee overall operations of both camps in collaboration with the Recreation Programmer and Community Youth Worker

#### Compensation & Schedule

- **\$25.00/hour + 4% vacation pay**
- Monday–Friday, 35–40 hours/week
- Up to 11 weeks (June–August)

#### Mandatory Dates:

- Manager Training: May 26 (12–5pm)
- Leader Training: June 13 (9am–5pm)
- Full camp period: July 6–August 28

\*\*Employment is subject to Canada Summer Jobs funding. A cleared Police Information Check is required.\*\*

### Apply by April 6, 2026 (11:59pm)

Email cover letter and resume to:

**[marpole.camps@vancouver.ca](mailto:marpole.camps@vancouver.ca)**

Subject: **2026 Summer Camp Project Manager**

Only shortlisted applicants will be contacted. No phone calls please.