



# Renfrew Park Community Centre

2929 East 22nd Avenue, Vancouver, BC, V5M 2Y3

(P) 604 257-8388 (F) 604 257-8392

[renfrewcc@vancouver.ca](mailto:renfrewcc@vancouver.ca)

## Employment Opportunity: 2025 Summer Day Camp Supervisor

### Scope of Work

This position involves direct supervision and leadership with children, administrative duties and the overall supervision of day camp staff and volunteers. Candidates should be highly organized with strong leadership skills and past experience in day camp programs. This program has been adapted with COVID19 safety protocols in place. Program will be held primarily on site with a variety walking trips permitted. This position may be based out of Renfrew Park Community Centre or Falaise Community Hall.

### Responsibilities

- Responsible for the safety, leadership and supervision of children between the ages of 6 to 12 years
- Lead, direct and assist the Jr and Sr leaders in the implementation of the Day Camp.
- Provide and maintain a budget for the day camp program.
- Plans, organizes & leads children in special events, out-trips, sports, games, arts, crafts, music and educational activities
- Discipline children using teaching, encouragement and natural and logical consequence methods
- Assists with program promotion
- Maintains good communication with parents, children, co-workers and volunteers
- Liaise and communicate with parents and/or guardians who have questions/concerns regarding the Day Camp programs
- Troubleshoot and resolve issues and concerns that may arise with staff, participants or parents.
- Responds to first aid needs and unusual incidents
- Cleans up and secures room as per COVID19 protocols.
- Performs basic administrative tasks such as attendance checks and writing progress reports

### Qualifications

- Previous experience working in a day camp setting
- Previous supervisory experience preferable
- Excellent organizational, supervisory and interpersonal and communication skills
- Diverse knowledge of activities and outings suitable for children 6-12 yr olds
- Demonstrates knowledge in dealing with emergencies, unusual incidents and behavior challenges
- Ability to work independently and contribute positively to a team environment
- Familiarity and knowledge of computer software Microsoft Word or Publisher
- Demonstrates high levels of initiative and resourcefulness
- Knowledge of Play it Fair! Toolkit is an asset <[www.equitas.org/toolkit](http://www.equitas.org/toolkit)>
- Valid First Aid & CPR certification
- Ability to speak a second language an asset, particularly Cantonese or Mandarin
- A valid class 5 Drivers License and access to a vehicle is an asset.
- Familiarity with and sensitivity to providing services in a multi-cultural community

### Necessary Conditions for Consideration

- Required to complete a Vulnerable Sector Police Information Check (PIC)
- This position is made possible by the Canada Summer Jobs funding; all positions are subject to funding approval
- In compliance with Canada Summer Jobs funding, applicants must be able to work full time (30-40hrs/week) weekly during the project period.
- 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.

### Terms of Employment

- Rate of pay \$23.00-\$24.00 +4% in lieu of benefits (wage based on experience with day camps)
  - Staff are expected to be available full time: Jun 16-Aug 29 (Renfrew) or Jun 16-Aug 22 (Falaise)
  - Training and planning hours are available prior to Jun 16. Mandatory Training sessions are required;
    - o City-Wide Manager Training on Wed May 28; City-Wide Day Camp training on Sat Jun 14; other training dates TBA.
- \* Some variations in scheduling may be necessary to accommodate pre-program tasks and training*

Please send your resume no later than April 30th, 2025 to:

Attn: **Nick Fong, Recreation Programmer, Renfrew Park Community Centre,**

Email: [nick.fong@vancouver.ca](mailto:nick.fong@vancouver.ca)

*We thank you for your interest in this position, however, only those applicants who are short-listed will be contacted.*

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