



Mount Pleasant Community Centre Job Posting

Mount Pleasant Youth Leadership Camp – Camp Manager (Camp Coordinator)

Start Date: May 30, 2019: Camp Planning/Training during June (estimate 10-15 hours/week - TBA)

Mandatory Training on Thursday May 30th, 2019 and Sunday June 23rd, 2019

As off July tentative schedule: Mo- Fri 9:30am-3:30pm. Camp runs from 10:00am-3:00pm for 8 weeks, followed by evaluation; expected hours: 30 – 35 hrs/week. Schedule will tentative at this stage (TBA)

We are seeking an enthusiastic, driven, and responsible individual who will provide program planning, supervision, and direct leadership to the Mount Pleasant Summer Youth Leadership Camp. This is a summer position that focuses on creating youth leadership and capacity-building activities for youth and going on out-trips and participating in various recreational activities. The successful candidate will lead the team and plan/deliver activities. The successful candidate needs to be team-oriented and be able to engage in age appropriate activities and conversations with the participants while helping them develop their leadership skills.

Duties:

- Perform administrative duties including monitoring registration numbers, photocopying consent forms, advertising, booking activities, and preparing program evaluations and reports
- Develop, maintain, and submit a weekly budget
- Implement and follow established risk management guidelines
- Organize, plan, and lead age appropriate activities that fall within each weeks leadership theme
- Responds to first aid needs and unusual incidents
- Performs daily tasks such as taking attendance and calling absent youth
- Maintains positive communication with staff, pre-teens and families
- Follow established centre procedures and protocols to ensure safety of program participants and staff
- Build positive relationships with participants and their families
- Provide mentorship and guidance to junior staff (camp leader)

Qualifications:

In compliance with HRSDC guideline, all applicants must be Canadian Citizens, and be legally entitled to work in Canada. Applicants do not need to be students, but need to be aged 19-30 (based on grant conditions and internal guidelines)

- Previous experience working with youth (11-14 years)
- Strong leadership and planning skills
- Ability to be flexible in adapting activities to suit individual and group dynamics
- Working knowledge of Excel for budgeting and statistics
- Excellent problem solving skills, communication and interaction skills
- Ability to work independently and in a team environment
- Successful criminal record check
- First aid certificate/CPR certification required, Foodsafe + Class 4 Drivers License are assets
- Formal training or Post-secondary education in a related field is an asset but not mandatory

Wage: \$ 22.48/hour + percentage in lieu of benefits

Please note: this position is depending on grant funding and can only be fully confirmed once grant funding has been secured. Weekly hours are tentative at this stage.

Please email your cover letter and resume (no phone calls), including the position you are applying for, by **May 2 nd 2019, 12:00pm** to: diana.guenther@vancouver.ca. Only shortlisted applicants will be contacted.

Mount Pleasant Community Centre Association, 1 Kingsway Street, Vancouver, B.C. V5T 3H7

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Operated jointly by the Mount Pleasant Community Centre Association and the Vancouver Board of Parks and Recreation