



## **Summer Employment Opportunity**

### **Summer Day Camp Manager**



The Dunbar Community Centre is seeking a dedicated, dynamic, and organized individual to manage the Dunbar Adventurers Day Camp this summer. Our camp runs weekdays in July and August for children ages 6 to 12.

#### **Responsibilities:**

*The successful manager applicant will...*

- Oversee all aspects of Adventurers Day Camp with supervisory support from the Community Youth Worker.
- Schedule and implement appropriate training for day camp leaders and volunteers: city-wide training, in-house training and program planning.
- Create the day camp activity schedule, manage budgets, and prepare reports.
- Plan unique opportunities for campers ranging from outdoor adventures to urban activities, ensuring that leaders carry out the programming safely and respectfully, while keeping the campers engaged in meaningful and fun play.
- Supervising and evaluating day camp leaders and volunteers.
- Work closely with the Inclusion Facilitator to create inclusive programming.
- Liaise with parents/guardians of camp participants; collaboratively resolve day camp related issues brought up by participants, parents, staff, and volunteers.
- Communicate with Dunbar front office and community centre staff and follow organizational procedures.
- Support leaders with supervision during activities and on out trips (when necessary).

#### **Qualifications & Experience:**

*The successful manager applicant MUST have...*

- Experience working in a day camp setting as a leader or manager, with children ages 6-12.
- Experience with administrative tasks such as administering payroll, preparing reports and managing budgets.
- Experience programming age-appropriate activities for children.
- Experience in problem-solving and resolving interpersonal issues.
- Strong communication and organization skills, as well as the ability to work productively independently and with a team.
- A minimum of Emergency First Aid and CPR 'B' is required (CPR 'C' is preferred).

*It is an ASSET for manager applicants to...*

- Have taken educational courses relating to child development, recreation, social services, or a related field.
- Have knowledge and experience working with children with additional needs.
- Have a valid BC Driver's License.
- Be able to speak a second language.

#### **Necessary Conditions for Consideration:**

- Be between 16 and 30 years of age at the start of employment.
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act.
- Be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.
- Be available to work for the entire duration of the camp, including the training period.
- Provide a current Police Record Check.

#### **Terms & Conditions of Employment**

**Work Schedule:** 40 hrs/week: 8:30am-4:30pm Monday to Friday from mid-June until the end of August  
Part-time planning in April & May will be required (hours to be negotiated)  
Must attend all training sessions in May/June

**Rate of Pay:** \$22.00-\$23.00 per hour (*plus 4% vacation pay*) based on experience

**Deadline:** Applications are due no later than **Monday April 1, 2024**

**Submit cover letter and resume via email to:** [vanna.nguyen@vancouver.ca](mailto:vanna.nguyen@vancouver.ca)

Please enter the following in the subject line: **ATTN: Community Youth Worker - Day Camp Manager Application**

[www.dunbarcentre.org](http://www.dunbarcentre.org)

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