



Community Centre Communautaire

Summer Camp Assistant Coordinator

40 hours per week - \$17 per hour – June 19 – August 25, 2017

Place Maillardville Community Centre, who serves the Maillardville neighborhood in Coquitlam, is looking for someone with initiative and expertise to work as a Summer Camp Assistant Coordinator for camps for children between the ages of 5 to 13 years of age.

The Assistant Coordinator is responsible for one week of staff training, which will include program planning, and then ensuring the smooth daily operation of 8 weeks of summer camp. The Assistant Coordinator ensures that the camp activities are engaging and safe for all participants. In addition, the he/she is accountable for an array of administrative tasks, camper registration, weekly parent handouts, and the purchase of program and activity supplies within a designated budget. The coordinator will be a mentor to staff and volunteers and have the leadership experience to maintain a healthy, supportive, fun and safe work environment. The potential candidate must have a car for work. Cover Letter **MUST** explain how your experience has prepared you for this position!

Qualifications:

- Experience in a supervisory role, leading, organizing and planning kids and youth programs.
- Must be an excellent team player, with a positive attitude every day.
- Knowledge of common sports, games, crafts, cooking etc. is required.
- Must be able to make programs fun and engaging, and be a mentor to volunteers and participants.
- Must be diplomatic and able to communicate in an effective, professional and friendly manner with kids, parents, supervisors and co-workers.
- Must be able to maintain program discipline and ensure a safe and secure environment for the kids.
- Must have current First Aid/CPR & and be willing to have Police Information Check competed.
- Food Save & High Five Training is an asset.

Requirements:

- ❖ This position is dependent upon receiving funding from the 2017 Canada Summer Jobs Grant. Applicants must be:
 - Must be between 15 and 30 years of age at start of employment.
 - Registered as a full-time student this year and intends to return to school full time during the next academic year.
 - A Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under immigration and Refugee Protection Act.
 - Legally entitled to work according to the relevant provincial/territorial legislation and regulations.

Please send your COVER LETTER & RESUME by March 3rd 2017 to:

Program Coordinator - Place Maillardville Community Centre

1200 Cartier Ave., Coquitlam BC V3K 2C3

Email: snarayan@placemaillardville.ca

Fax: 604.933.6168

We thank all applicants for their interest. Only successful applicants will be contacted. No phone calls please.