



## **Summer Camp Assistant Coordinator**

**40 hours per week - \$17.50 per hour – June 18 to August 24, 2018**

Place Maillardville Community Centre serving 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 ages 5 to 13 years.

The Coordinator is responsible for one week of staff training including 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 Assistant Coordinator 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 Assistant Coordinator will be a mentor to staff and volunteers and have the leadership experience to maintain a healthy, supportive, fun and safe work environment. **Successful candidate must have a car for work. Must include a cover letter with application describing 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.
- 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 & must complete Police information Check.
- Food safe & Hi Five would be an asset

### **Requirements:**

This position is dependent upon receiving funding from the 2018 Canada Summer Jobs Grant. Applicants must be:

- Between 15 and 30 years 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 in Canada in accordance to relevant provincial/territorial legislation and regulations.

**Please send your resume & cover letter by March 15th, 2018 to:**

Program Coordinator - Place Maillardville Community Centre  
1200 Cartier Ave., Coquitlam BC V3K 2C3  
Email: [rmeister@placemaillardville.ca](mailto:rmeister@placemaillardville.ca)  
Fax: 604.933.6168

**We thank all applicants for their interest. No phone calls please.**