



Summer Camp Supervisor

35 hours per week - \$19.00 per hour – June 20 to August 26, 2021

Place Maillardville Community Centre serving the Maillardville neighborhood in Coquitlam, is looking for someone with initiative and expertise to work as a Summer Camp Supervisor for summer camps for children ages 5 to 13 years.

The Summer Camp Supervisor 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 Supervisor ensures that the camp activities are engaging and safe for all participants. In addition, the Supervisor 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 Summer Camp Supervisor will be a mentor to staff and volunteers and have the leadership experience to maintain a healthy, supportive, fun and safe work environment.

The safety of our staff, volunteers, and customers is our priority. Check the link below for our Place Maillardville Covid-19 Safety Plan.

<http://www.placemaillardville.ca/docs/default-source/website-pdfs/pmcc-covid-safety-plan---jan-6-2022.pdf?sfvrsn=0>

Candidates must include a cover letter with their application.

Qualifications:

- 2 years progressive 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.
- Successful candidates must have use of a car for work.
- Must have current Standard First Aid/CPR-C & and complete Police Information Check.
- Food Safe & High Five certification would be an asset.

Requirements:

This position is dependent upon receiving funding from the 2022 Canada Summer Jobs Grant.

Applicants must be:

- Between 15 and 30 years at start of employment.
- 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 31, 2022 to:

Youth Coordinator - Place Maillardville Community Centre
1200 Cartier Ave., Coquitlam BC V3K 2C3
Email: careers@placemaillardville.ca

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