



EMPLOYMENT OPPORTUNITY

Summer Camp Program Leader (Burnaby)

The Burnaby Neighbourhood House is a volunteer driven community based social service agency that provides a wide range of programs and services in response to identified community needs.

This position requires positive, energetic people who are a high school student returning to high school or full-time university/college in September. Program leaders are responsible for implementing Daycamp activities with the team leaders. Under the direction of the team leaders, the program leaders will also be responsible for supervising 10 children and provide a safe and welcoming atmosphere for participants. Program leaders will have the opportunity to work with all ages and different team leaders throughout the summer.

General Duties and Responsibilities:

- Promotes Neighbourhood House program integration philosophy by ensuring programs have the opportunities to interconnect and achieve client integration across program areas.
- to assist the supervisor in planning and implementing a summer program for ages 6-12
- to supervise participants on weekly out trips
- to assist the supervisor in planning theme days
- to work within budget limits
- to work with volunteers
- to talk with parents/caregivers on a regular basis
- to ensure participants are involved in a safe summer program
- to ask and receive feedback from Senior leaders
- to assist in the end of the summer day camp clean up

Qualifications:

1. Knowledge and awareness of issues surrounding diversity and multiculturalism.
2. A high level of functional spoken and written English skills sufficient to ensure successful communication with staff, children and parents
3. Completion of Early Childhood Educator Certificate, School-Aged Childcare Certificate, Recreation Leadership Diploma or Child and Youth Care Diploma.
4. 2-3 years of experience providing care and mature guidance to school-aged children in a daycare or recreational setting.
5. 1-2 years supervising and supporting staff.
6. Current 1st Aid and CPR certification.

7. Current criminal record check.
8. Documented compliance with BC's immunization and tuberculosis control programs.
9. Documentation of COVID-19 double vaccination.
10. Experience in administration and management in a community based non-profit.
11. Class 4 Driver's License an asset
12. Leadership, Administration and Management in Child Care (<http://www.vcc.ca/programscourses/program-areas/human-services/leadership-administration-and-management/>)
13. Current Level 1 Foodsafe certificate or Food Safety Certificate (<http://www.health.gov.bc.ca/protect/food-safety-module/files/home.htm>)
14. Healthy Eating in Child Care Setting Certificate (<https://learninghub.phsa.ca/Courses/6820/healthy-eating-in-the-childcare-setting-division-of-responsibility-model>)
15. Anaphylaxis in Child Care Setting Certificate (<http://www.allergyaware.ca/>)
16. High 5 – PHCD Certificate (http://www.bcrpa.bc.ca/recreation_parks/recreation/high_five/overview.htm)
17. Early Learning Framework Certificate (<http://ocr.openschool.bc.ca/course/index.php?categoryid=6>)
18. Connecting with Families Certificate (<http://ocr.openschool.bc.ca/course/index.php?categoryid=6>)
19. 2nd language an asset

Direct Report:

Summer Camp Coordinator

Hours of Work:

Program Leaders work 35 hours during a typical work week. Monday to Friday.

- The first 3 weeks of camp the staff schedule will be from 10:30am to 5:30pm
- The last 3 weeks of camp the staff schedule will be from 8:30am to 3:30pm

Starting Wage:

Starting wage is \$18.59. 4% holiday pay will be added to pay for seasonal employment.

Please reply with resume and cover letter quoting the position you are applying for along with copies of training certificates to:

Hiring Committee

Burnaby Neighbourhood House Email: simoneg@burnabynh.ca

Closing date: June 3rd 2022

Positions start: June 27th 2022

Position Ending: August 19th 2022

Location: Burnaby- Maywood

We thank all who apply however, only those candidates to be interviewed will be contacted.
No phone calls please.