



## EMPLOYMENT OPPORTUNITY

### Summer Camp Program Team Leader (Burnaby)

The Burnaby Neighbourhood House is a volunteer-driven community-based social service agency that provides programs and services in response to identified community needs. The summer camp program leaders are responsible for engaging with and supervising children (ages 6-12) in a busy program setting. This role involves: planning and implementing daily activities, managing behaviour, providing learning opportunities and support for participants, attending to the developmental (social, emotional, physical, and cognitive) needs of participants and their families, supporting volunteers, and providing a safe and welcoming atmosphere for participants to engage in after school activities.

#### General Duties and Responsibilities:

- to promote Neighbourhood House philosophy by ensuring participants have opportunities to connect across program areas
- to supervise participants and ensure safety in the program
- to assist supervisor in planning summer camp program appropriate for school-aged children
- to assist supervisor in planning a program that supports children to develop social and emotional skills
- to implement and evaluate program in cooperation with staff and volunteers
- to work within budget limits
- to work with and support volunteers
- to set-up and take down the drop-in space
- to communicate with parents/caregivers on a regular basis
- to help build supportive relationships with families through special events and ongoing communication
- to participate in regular staff meetings and training sessions
- to develop positive relationships with participants and act as a role model and mentor
- to supervise participants on trips away from the centre

#### 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](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. Experience monitoring budgets.
20. 2nd language an asset

**Direct Report:**

Summer Camp Coordinator

**Hours of Work:**

Program Team Leaders work 35 hours during a typical work week. Monday to Friday from 8:30am to 3:30pm.

**Starting Wage:**

Starting wage is \$19.24. 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](mailto:simoneg@burnabynh.ca)

Closing date: June 3<sup>rd</sup> 2022

Positions start: June 27<sup>th</sup> 2022

Position ending: August 19<sup>th</sup> 2022

Location: North Burnaby

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