



## EMPLOYMENT OPPORTUNITY

### Summer Daycamp 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 is funded by the Canada Summer Jobs Program and requires positive, energetic people who meet the following criteria: between the ages of 19-30 years of age, is able to work from June 20<sup>th</sup>-August 14<sup>th</sup>, and is a Canadian citizen, permanent resident or a person who has been granted refugee status in Canada. International students are not eligible. Program leaders are responsible for implementing Daycamp activities with the Team Leads. Under the direction of the Team Leads, 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. Preference for those who have completed or are in the process of obtaining one of the following: Early Childhood Educator Certificate, Responsible Adult Certificate, Recreation Leadership Diploma or Child and Youth Care Diploma.

4. 1-2 years of experience providing care and mature guidance to school-aged children in a daycare or recreational setting.
5. Current 1st Aid and CPR certification.
6. Current criminal record check.
7. Documented compliance with BC's immunization and tuberculosis control programs.
8. Class 4 Driver's License an asset
9. Food Safety Certificate (<https://www.foodsafe.ca/courses/level-1.html> )
10. Healthy Eating in Child Care Setting Certificate (<https://learninghub.phsa.ca/Courses/6820/healthy-eating-in-the-childcare-setting-division-of-responsibility-model>)
11. Anaphylaxis in Child Care Setting Certificate (<http://www.allergyaware.ca/>)
12. Early Learning Framework Certificate (<https://mytrainingbc.ca/ELF/index.html#contents> )
13. 2nd language an asset

**Direct Report:**

Team Lead

**Hours of Work:**

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

**Starting Wage:**

Starting wage is \$21.34. 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:** May 20<sup>th</sup> 2025

**Positions start:** June 20<sup>th</sup> 2025

**Position Ending:** August 14<sup>th</sup> 2025

**Location:** Burnaby

We thank all who apply however, only those candidates to be interviewed will be contacted.

**No phone calls please.**