



EMPLOYMENT OPPORTUNITY

Summer Daycamp Program Team Lead (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 20th-August 14th, and is a Canadian citizen, permanent resident or a person who has been granted refugee status in Canada. International students are not eligible. Team Leads are responsible for overseeing the implementation of Daycamp activities and supporting the staff team. Team Leads are work with program leaders to create a safe and welcoming atmosphere for participants ages 6-12.

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 oversee planning summer camp program appropriate for school-aged children
- to oversee 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. 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. 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. Experience in administration and management in a community-based non-profit.
10. Class 4 Driver's License an asset
11. Food Safety Certificate (<https://www.foodsafe.ca/courses/level-1.html>)
12. Healthy Eating in Child Care Setting Certificate (<https://learninghub.phsa.ca/Courses/6820/healthy-eating-in-the-childcare-setting-division-of-responsibility-model>)
13. Anaphylaxis in Child Care Setting Certificate (<http://www.allergyaware.ca/>)
14. Early Learning Framework Certificate (<https://mytrainingbc.ca/ELF/index.html#contents>)
15. Experience monitoring budgets.
16. 2nd language an asset

Direct Report:

Summer Camp Coordinator

Hours of Work:

Team Leads work 35 hours during a typical work week. Monday to Friday.

Starting Wage:

Starting wage is \$22.1. 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: May 20th 2025

Positions start: June 20th 2025

Position Ending: August 14th 2025

Location: Burnaby

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

No phone calls please.