

Children & Youth Program and Community Events Leader

The hiring of this position will be subject to the approval of the Canada Summer Student Job Grant.¹

Please apply by Friday, April 21, 2017 with a cover letter and resume at english@vcbc.bc.ca

Only candidates selected for an interview will be contacted.

Position Description

The Children & Youth Program and Community Events Leader position consists of two main duties: 1) providing a fun, safe and socially and spiritually enriching environment during the Day Camp and 2) planning, preparing, promoting, executing and evaluating the Neighbourhood Block Party, expected to draw approximately 1000 people. The individual leads by example when working with other volunteers and participants. The successful candidate will be an energetic, active, and responsible Leader who works well in a team. The Leader engages families and builds positive relationships with children and families who are registered in the program.

Duties and Responsibilities

- Develop and implement creative and engaging art, music and/or athletic activities during the Day Camp
- Develop a plan for the execution of the Block Party, including the recruitment of volunteers
- Coordinate all rental companies related to the Block Party
- Promote the Block Party to the neighbourhood community
- Engage in follow-up communications with neighbours who attend the Block Party
- Ensure a safe environment for the campers and volunteers at all times
- Be a role model for campers and volunteers by demonstrating positive, enthusiastic, and respectful attitudes and behaviour
- Represent the Day Camp when interacting with parents, providing them with appropriate feedback and information as needed for their children to have a successful camp experience
- Maintain a high level of respect and professionalism during interactions with all staff and volunteers
- Keep all expenditures within allocated budget
- Follow the policies and procedures set out by the Children Ministry Team Leader and/or Summer Day Camp Director
- Additional responsibilities as directed by the Children Ministry Team Leader and/or Summer Day Camp Director

Qualifications

- Minimum 1-2 year experience working with children; demonstrated ability to interact with all relevant ages and understanding of the development needs of children and youth

- A desire to work in a positive environment with children; ability to relate to children and youth in a positive manner
- Excellent organizational, interpersonal, and communication skills (written and verbal)
- Demonstrated ability to work in a fast-paced, time-sensitive environment
- Current Standard First Aid and CPR-C preferred, but not required
- A criminal record check will be required upon accepting the position
- Post-secondary education preferably in education, community services or administration
- Ability to speak Cantonese or Mandarin is an asset.

This is a 40-hour per week position up to 12 weeks during the period from May 15th to August 4th, 2017. Rate: \$12/ hour.

¹Eligibility Criteria of Participant under the Canada Summer Student Job Grant:

Participant must meet each of these criteria as outlined below:

- (a) is between 15 and 30 years of age (inclusive) at the start of employment;*
- (b) was registered as a full-time student during the preceding academic year;*
- (c) intends to return to school on a full-time basis during the next academic year;*
- (d) is a student in a secondary, post-secondary, CEGEP (Quebec only), vocational or technical program;*
- (e) is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act*;* and
- (f) is legally entitled to work according to the relevant provincial / territorial legislation and regulations.*

**Foreign students are not eligible*