



HILLCREST CENTRE

4575 Clancy Loranger Way, Vancouver, BC, V5Y 2M4
Phone: 604-257-8680 | www.hillcrestcommunitycentre.com

EMPLOYMENT OPPORTUNITY

Explorers Summer Day Camp – Project Manager

Riley Park Hillcrest Community Association (RPHCA) is seeking energetic, enthusiastic and responsible individuals to plan and implement the Hillcrest Explorers Summer Day Camp program for children ages 6-12. Explorers Summer Day Camp is a supported day camp, with designated spaces reserved for campers with a disability or support needs. Working together as a team, all day camp staff and volunteers are responsible for creating an environment where every camper feels safe, included, and encouraged to have fun throughout the summer!

RESPONSIBILITIES:

- Oversee and coordinate the operations of the Hillcrest Explorers Summer Day Camp, including organization and implementation of activities and out-trips for children ages 6-12 years old
- Responsible for the overall safety, leadership & supervision of children, volunteers & staff in a variety of activities in the day camp, with consideration of adapted needs for supported campers
- In collaboration with Day Camp Leaders and in accordance to established risk management guidelines, develop daily activity plans and implement age-appropriate, safe and inclusive activities complimenting weekly day camp themes
- Train, supervise, and provide constructive feedback and coaching to Day Camp Leaders and volunteers
- Develop, maintain and submit a weekly budget with petty cash funds
- Perform administrative duties, including marketing, scheduling, monitoring registration numbers, sending weekly parent/guardian notices, booking activities, purchasing supplies, program evaluations and reports
- Communicate with parents and/or guardians who have questions or concerns regarding the Day Camp program and work with the Supervisor to resolve any issues
- Participate in various recreational activities and out-trips
- Submit a final report at the end of the project, including a budget report and overall evaluation of the program

QUALIFICATIONS:

- Minimum completion of Grade 12; some post-secondary education in the field of recreation, education, CYCC, social services or a related discipline is preferred
- Previous experience working with large groups of children in a day camp setting as a Leader or Project Manager
- Excellent organizational, supervisory, problem solving, interpersonal and communications skills
- Strong knowledge of age-appropriate activities and out trips for children ages 6-12 years old
- Ability to safely and effectively deal with emergencies, unusual incidents and behavioural challenges, including working knowledge of best practices in healthy child development
- Experience supporting children with disabilities and behavioural challenges to be actively involved in a day camp
- Proven team player and desire to develop leadership skills, with ability to take initiative and demonstrate a high level of resourcefulness
- Strong sense of responsibility, diligence, maturity, and a positive attitude
- Valid Standard/Emergency First Aid and CPR C certification
- Certifications in Food Safe, High Five, Play It Fair, NCCP or other related trainings are an asset
- Fluency in additional language(s) an asset

CONDITIONS FOR CONSIDERATION:

- Employment is subject to successful clearance of Police Information Check including vulnerable sector search
- This position is sponsored by the Canada Summer Jobs Grant and requires the candidate to be between the ages of 19-30 years old, be a Canadian citizen or permanent resident, and legally entitled to work in Canada.



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TERMS OF EMPLOYMENT:

Rate of Pay: \$25.50-\$26.50 per hour plus 4% in lieu of benefits

Hours of Work: Monday to Friday, 35-40 hours per week for up to 16 weeks between May to August 2025
Additional part-time hours may be required in April/May for preliminary day camp administration
Must be available for the following training sessions:

- Day Camp Project Manager Orientation on May 28, 2025
- Day Camp Leader Training on June 14, 2025

Please e-mail your resume and cover letter to: sally.chan@vancouver.ca

Subject Line: Hillcrest Day Camp Project Manager Position

Application Closes: Monday, March 3, 2025 at 5pm

We thank all applicants but only short-listed candidates will be contacted.