



HILLCREST CENTRE

4575 Clancy Loranger Way

Vancouver, BC, V5Y 2M4

Phone: 604-257-8680

www.hillcrestcommunitycentre.com

EMPLOYMENT OPPORTUNITY

Explorers Youth Leadership Camp – Program Leader

Riley Park Hillcrest Community Association (RPHCA) is seeking energetic, enthusiastic and responsible individuals to plan and implement the Explorers Youth Leadership Camp program for youth ages 12-14. This program seeks to give youth a fun and meaningful summer through weekly leadership themed activities, workshops, out-trips, and experiential learning opportunities to develop their personal growth.

RESPONSIBILITIES:

- Oversee and coordinate the operations of the Hillcrest Explorers Youth Leadership Camp, including organization and direct leadership of innovative activities, workshops, and out-trips for youth ages 12-14 years old
- In collaboration with the Community Youth Worker and in accordance to established risk management guidelines, develop daily activity plans and implement age-appropriate, safe and inclusive activities complimenting weekly leadership themes. Activities to include: self-development, team-building and community service opportunities
- Develop positive relationships to effectively communicate with co-workers, volunteers, and participants
- Communicate with parents and/or guardians who have questions or concerns regarding the program and work with the Community Youth Worker to resolve any issues
- Perform administrative duties, including marketing, scheduling, monitoring registration numbers, sending weekly parent/guardian notices, booking activities, purchasing supplies, program evaluations and reports
- Maintain and submit a weekly budget with petty cash funds
- Provide first aid and complete administrative duties as required

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 in recreation and/or day camp setting
- Excellent organizational, interpersonal and communications skills
- Strong knowledge of age-appropriate activities and local out trips for youth ages 12-14, including arts, sports, culture, self-development, leadership, and outdoor recreation
- Ability to lead and motivate youth in a day camp setting
- Ability to safely and effectively deal with emergencies, unusual incidents and behavioural challenges, including working knowledge of best practices in healthy child development
- 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.

TERMS OF EMPLOYMENT:

Rate of Pay: \$23.00-\$24.00 per hour (based on experience and seniority) plus 4% in lieu of benefits

Hours of Work: Monday to Friday, 35-40 hours per week for up to 13 weeks between June to August 2025
Must be available for the Day Camp Leader Training on June 14, 2025

Please e-mail your resume and cover letter to: hillcrest.daycamp@vancouver.ca

Subject Line: Hillcrest Youth Leadership Camp Position

Application Closes: Monday, March 31, 2025 at 5pm

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