

JOB POSTING

Job Title: Summer Day Camp Lead
Program: JustKids Camp
Location: New Westminister
Hours: 35 hours weekly
Schedule: Monday – Friday

Status: Temporary, Full Time
Start Date: July 2023
End Date: Duration, 12 weeks
Hourly: \$23.37
Posting #: 22-069
Closing Date: June 3, 2023

The Elizabeth Fry Society of Greater Vancouver (EFry) is a charitable organization that supports women, youth and children at risk, involved in or affected by the justice system. Our programs work to break the cycle of poverty, addiction, mental illness, homelessness, and crime.

We are recruiting for a temporary, full-time, Summer Day Camp Lead to work in a Children's Day Camp in Surrey. Day-long camps include visits to local outings and attractions, visiting demonstrations and displays at the venue, as well as arts and crafts, school preparation, games, and sports activities. We provide educational programming for children ages 6 – 16 years, with the goal of making the experience of camp one not to forget. Campers will be accompanied to a variety of indoor and outdoor activities in various locations. The Camp Lead will assist with registrations, scheduling, planning, and developing of the day camp program.

KEY RESPONSIBILITIES:

- Assists with all aspects of the camp registration process, ensuring a timely and organized response to caregivers.
- Helps plan Staff training week, with an emphasis on trauma-informed practice, leadership and team building.
- Assists in developing the one-to-one and day camp program, including booking experiences and activities for the campers, arranging transportation and travel, meal planning and ordering, and producing a camp schedule, etc.
- Ensures campers are engaged, feel safe, and encouraged to participate in all activities.
- Assumes responsibility for the safety of campers and Camp Counsellors.
- Ensures the program operates in a professional, organized, and efficient manner.
- Leads all assigned aspects of the campers' day including meal and snack times, recreation, and enrichment activities.
- Resolves camp issues and seeks assistance when necessary.
- Develops professional relationships with children and caregivers.
- Completes all required reports including daily logs and incident reports.
- Performs other duties as required.

QUALIFICATIONS:

- Completion of grade 12 supplemented with additional course work with children or youth.
- Previous experience working with children or youth, required.
- Previous experience in a day camp setting, preferred.

- Previous supervisory or leadership experience, preferred.
- Excellent interpersonal and communication skills (written and verbal).
- Crisis management, de-escalation skills, an asset.
- Proficiency with computer programs including Microsoft office suite.
- Evidence of COVID-19 vaccination status.
- Food Safe Level 1
- Standard First Aid with CPR-C.
- Satisfactory Criminal Record Review (Children and Vulnerable Sector Search).
- Valid driver's license (Class 5) with satisfactory driving record.

ELIGIBILITY:

This position is supported by the Canada Summer Jobs program. This position is contingent on Federal Government Grant funding. Candidates must be aged 15-30 years, and must be either a Canadian Citizen, permanent resident, or person to whom refugee protection has been conferred (international students are ineligible) and be legally entitled to work in Canada.

EFry is an equal opportunity employer and is committed to building a diverse workforce and strongly encourages applicants that represent those we serve. We welcome applicants with non-traditional educational backgrounds and field experience.

Interested candidates must submit a cover letter and resume to hr@elfry.com by no later than June 3, 2023 with the subject line CAMP23-069.

We thank all applicants for their interest in this opportunity; however, only those selected for an interview will be contacted.