

CAMP AND EVENTS ASSISTANT COORDINATOR

ORGANIZATION OVERVIEW:

The University Neighbourhoods Association (UNA) is a unique nonprofit society that provides municipal-like services (streets, parks, fields, playgrounds, community centers, and a full range of recreational services) to approximately 13,000 residents living in five designated neighbourhoods on UBC Vancouver Campus. The UNA currently operates the Old Barn and Wesbrook Community Centres where we provide arts, physical activity and social programs for all age groups. Come join our dynamic team of talented program leaders and recreation staff.

JOB SUMMARY:

The UNA is looking for an enthusiastic and responsible Camp and Events Assistant Coordinator to plan, organize and facilitate our community events, summer camp programs and additional special projects. This person will help us to foster an active, healthy and connected UNA community.

JOB RESPONSIBILITIES:

Events:

- Work with the recreation team to help coordinate logistics for summer events including a Canada Day Celebration, Seniors Summer BBQ and our annual Neighbours Day Community Festival
- Develop and manage an event budget
- Lead and coordinate the day-of delivery of community events with UNA staff and volunteers

Camps:

- Lead summer camp programming that fosters a welcoming and inclusive environment
- Plan weekly camp itineraries and lead creative, engaging and developmentally appropriate summer camp activities including crafts, sports, games and out trips
- Provide direct supervision of children aged 5 – 12, including managing behavior and ensuring camper safety
- Supervise, mentor and support camp volunteers
- Work collaboratively with and oversee second camp leader during camp hours
- Coordinate day-to-day camp tasks including waivers, communicating with parents, set up and clean up

Other duties as assigned:

- Assists with the delivery of community centre programs
- Work independently on special projects

ELIGIBILITY:

This position is contingent on securement of Canada Summer Jobs Grant funding from the Government of Canada. As per the Canada Summer Jobs criteria, candidates must:

- be between 15 and 30 years of age at the start of employment,
- be a Canadian Citizen, permanent resident or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of employment and
- have a valid social insurance number at the start of employment and be legally entitled to work in Canada.

QUALIFICATIONS:

- Preferred to have or working towards a diploma/degree in early childhood education, education, recreation and/or kinesiology
- Passionate about working in community recreation, camps and events
- Experience supervising and working with children and youth
- Excellent communication and interpersonal skills
- Valid criminal record check, or willingness to obtain before start date
- Current First Aid/CPR C certification, or willingness to obtain before start date
- Preferred ability to swim

JOB PARTICULARS:

- Temporary Full Time Position (35 hours/week)
- Hourly rate: \$19, plus 4% in lieu of vacation
- Employee will be contracted to work from June 8 to August 28 for 12 weeks
- Required to work some evenings, weekends and statutory holidays
- Reports to: Recreation Program Coordinators and Assistant Recreation Manager

Application Deadline and timeline:

- Applications due: 12 P.M., March 20, 2020
- Interviews: March 30 - April 10

Please send your cover letter and resume to programs@myuna.ca. We appreciate all applications; however, only short-listed candidates will be contacted for an interview.

Position subject to securement of Canada Jobs Funding.