



EMPLOYMENT OPPORTUNITY

Richmond Summer 2018 Recreation Programs SUMMER COORDINATOR

Applications are now being accepted for **Summer Coordinator** positions within several Richmond community organizations. This is an administrative position that involves the management and delivery of summer recreation programs and services for children.

DUTIES/RESPONSIBILITIES:

- Hiring, training, supervising, and evaluating program leaders and volunteers
- Program planning, implementation, and development
- Program administration and maintenance
- Program evaluation and promotion
- Program budget management
- Report writing
- Customer service
- Coordination of special events
- Safety and risk management

REQUIRED QUALIFICATIONS:

- Grade 12 plus 1000 hours of supervisory, programming and experience working with children and one year of post-secondary education or, equivalent combination of education and experience.
- Emergency Child Care First Aid or Standard First Aid and CPR Level B (or higher)
- Successful candidates will be required to complete a criminal record check
- Basic computer skills

RECOMMENDED QUALIFICATIONS:

- Class 4 Drivers License
- Class Registration System experience
- Coaching and leadership experience
- Human resources experience
- Volunteer management experience
- Experience with cultural diversity
- Conflict Resolution
- Second language

HOURS OF WORK:

- Up to 35 hours/week for 12-20 weeks
- \$22.86/hour

Successful candidates may be employed by one of the following organizations: *City Centre Community Association, Steveston Community Society, Thompson Community Association*. This is not a City of Richmond position.

Please submit Resume and Cover Letter to:

Richmond Summer 2018

c/o Thompson Community Centre
5151 Granville Avenue
Richmond, BC V7C 1E6
Email: Thompson@richmond.ca

Deadline for receiving applications is **Friday, January 19th, 2018 @ 5pm.**
The Richmond Summer Committee thanks all applicants in advance for their interest.
Only those candidates under further consideration will be contacted.