



THUNDERBIRD NEIGHBOURHOOD ASSOCIATION

2311 Cassiar Street, Vancouver, B.C. V5M 3X3 604.713.1818 www.thunderbirdcc.ca

Jointly operated by the Vancouver Board of Parks and Recreation and the Thunderbird Neighbourhood Association

EMPLOYMENT OPPORTUNITY Summer Day Camp Manager

Thunderbird Neighbourhood Association is looking for an energetic, enthusiastic and responsible individual to plan, lead and implement the Summer Day Camp program.

Responsibilities include, but are not limited to:

- Liaise & work with the senior recreation staff at the Thunderbird Community Centre to ensure the efficient operation of the Day Camp program
- Organize, implement and supervise a summer day camp program for children, divided into three age groups – Sunray (6-7 yrs), Sunseekers (8-10 yrs) and Youth Summer (11-14 yrs)
- Train, supervise and evaluate day camp leaders and volunteers
- Market and promote the day camp program
- Provide guidance, leadership and support to day camp leaders
- Manage the budget, petty cash and financial reporting in a timely and responsible manner
- Provide a safe, educational and fun environment
- Liaise and communicate with parents/guardians and community centre staff
- Deal effectively with challenging behaviour
- Provide a positive, supportive and inclusive environment for participants
- Prepare an overall final report and recommendations

Qualifications:

- Experience working in a day camp or related setting as a leader or volunteer
- Knowledge of age-appropriate activities (games, sports, outings and arts & crafts) for children ages 6 to 14 years
- Excellent communication and interpersonal skills
- Demonstrated leadership & problem solving skills
- Ability to work independently and cooperatively within a staff team
- Ability & willingness to work within a culturally, economically and socially diverse community
- Current First Aid/CPR C certification
- Familiarity with working within a budget and tracking expenses
- Demonstrated administrative skills in program planning, word processing and reporting

Conditions of employment:

- Successful Police Information Check clearance
- Current Emergency or Standard First Aid and CPR C certification
- As conditions of a position covered by the Canada Summer Jobs grant, the successful applicant must be between the ages of 15 and 30 years, be a Canadian Citizen, permanent resident or have conferred refugee protection
- TNA's COVID-19 vaccination policy is currently suspended and as a result, vaccination against COVID-19 is not required at this time. However, should circumstances change and TNA reintroduces such policy, you may be required to provide proof of vaccination against COVID-19 in order to be eligible to continue performing your duties.

Terms of Employment:

*positions, rate of pay, total hours, and start date dependent on funding from the Canada Summer Jobs Grant

- Starting hours in May, ending last week of August
- 30 to 40 hours per week
- \$25.07/hour plus 12% in lieu of vacation and benefits

Please forward your cover letter & resume, via mail or email by Friday, April 11, 2025 at 4pm to:

Thunderbird Neighbourhood Association

Mail: **2311 Cassiar Street, Vancouver, B.C. V5M 3X3**

Email: **thunderbirdcc@vancouver.ca** (Subject line: Manager Application)

We would like to thank all applicants for taking their time to apply. Only shortlisted applicants will be contacted.