



# 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:

- Minimum completion of Grade 12, some post-secondary education in the field of recreation, education, social services or a related discipline is preferred
- Experience supporting children with disabilities and behavioural challenges to be actively involved in a day camp setting is an asset
- 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 19 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-\$26.00 per hour (depending on experience) plus 12% in lieu of vacation and benefits.

Please forward your cover letter & resume, via mail or email by Friday, April 3<sup>rd</sup> 2026 at 4pm

**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.*