

JOB POSTING

POSITION:	Summer Day Camp Coordinator – Temporary, Full Time (<i>14 weeks</i>)
DEPARTMENT:	Recreation
RATE OF PAY:	\$19.72 per hour (35 hours/week) <i>Plus 12% in lieu of benefits/ statutory holidays.</i>
HOURS OF WORK:	Monday – Friday, 8:30 AM 4:00 PM
POSTING DATE:	March 7, 2023
CLOSING DATE:	March 24, 2023
POSITION START DATE:	May 15, 2023

JOB SUMMARY

An exciting opportunity to work in beautiful Ucluelet! Through the term of this position, the successful candidate will gain valuable knowledge and experience that will assist them in reaching their career potential.

We are looking for a creative, energetic, and organized individual who wants to expand their skills working with children in Recreation. This individual will be responsible for the planning, implementation and delivery of Summer Day Camp Programs and special events.

JOB DESCRIPTION

Principle Responsibilities

- Daily organization and facilitation of the Summer Day Camp program.
- Leading and supervising children aged 6 – 12 years.
- Coordinating with and supporting program instructors.
- Setting up/ closing the program space.
- Assists with the planning and organizing of Special Events.
- Assists with pursuing sponsorship and support opportunities.
- Collaboration with other organizations for program development and delivery.
- Assist the Recreation Programmer with marketing Summer Programs.
- Carries out basic administrative and customer service duties.
- Other related duties as required.

Required Knowledge, Skills, and Abilities

- Experience working with children.
- Basic understanding of the philosophy and objectives of a planned community recreation program.
- Strong work ethic.
- Ability to take direction and respect policy.



200 Main Street
PO Box 999
Ucluelet, B.C. V0R 3A0
www.ucluelet.ca

- Excellent interpersonal skills.
- Ability to communicate effectively and diplomatically with children, staff members as well as members of the community.
- Must be adaptive, and flexible.
- Ability to work well in a team environment, as well as the ability to work independently with minimal supervision.
- Ability to exercise good judgement in day-to-day operations, as well as in emergency scenarios.
- Experience using Canva or other digital publishing programs.
- Ability to use Microsoft Office Suite.

Education, Work Experience, Required Qualifications

- Currently enrolled in a University or College program in Recreation or a related field.
- Current First Aid/ CPR Level C.
- The successful applicant will be required to provide criminal record clearance including vulnerable sector screening as a condition of employment.
- Able to lift/ carry 20lbs with ease.

Qualified applicants may to apply by sending your resume and cover letter including references to:

Samantha McCullough, Manager of Human Resources & Communications- careers@ucluelet.ca
District of Ucluelet, Box 999, 200 Main Street, Ucluelet, BC V0R 3A0

The District of Ucluelet wishes to express our appreciation to all applicants for their interest and effort in applying for the position and advise that only those selected for an interview will be contacted.