



Career Opportunities

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Summer Day Camp Coordinator - Penticton, BC

Recreation \$ \$17.00 Hourly Full-time Temporary CUPE

Additional 14.75% in lieu of benefits and vacation

The **City of Penticton's** Recreation Department is currently seeking a **Summer Day Camp Coordinator**. Incumbents must be responsible, organized, enthusiastic and experienced leaders to oversee another successful year of Summer Day Camps.

Summer Day Camp Coordinators are responsible for managing the day to day operations of the Summer Day Camp programs, including but not limited to staff supervision, and budget management.

Key Responsibilities:

Program Planning

- Establish program goals and objectives.
- Program prep and coordination with safety as a priority.
- Manage budget: purchase supplies/bookkeeping.
- Evaluate program and Day Camp events.

Staff Supervision Orientation and Training

- Plan staff/volunteer training, team building and orientation sessions.
- Coordinate, plan and implement themed Day Camp programs.
- Maintain Day Camp leader hours and scheduling.
- Day-to-day supervision, team building and leadership.

Implementation

- Provide a safe and engaging environment for children 5 to 12 years.
- Liaise and communicate with the Recreation Program Coordinator, Penticton Recreation Centre Staff, parents and community partners.

Required Qualifications:

- Experience working with children and youth in group settings.
- Demonstrated administrative skills in program planning, evaluation and reporting.
- Effective leadership skills.
- Clear Criminal Record Check.
- Valid First Aid and CPR-C Certificate.
- Experience supervising and providing leadership to staff and/or volunteers.

Assets to Employment:

- High Five Certification.
- Valid Class 4 BC Driver's License.
- Valid NLS Certification.

If you are seeking an exciting opportunity and possess the above mentioned qualifications, we would love to hear from you! We welcome your cover letter and resume by **May 8, 2022**.

Schedule: May 09 - Sept 02, 2022 (Approximately) 35-40 hours per week
Wage: \$17.00 per hour
Benefits: Additional 14.75% in lieu of benefits and vacation

Apply Now

* Fields Are Required

What is your full name?

test

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How can we contact you?

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Cell 

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