



## Vancouver Aboriginal Friendship Centre Society

1607 East Hastings Street  
Vancouver, BC  
V5L 1S7

# Job Posting Summer Day Camp Coordinator

The Vancouver Aboriginal Friendship Centre Society (VAFCS) is a non-profit charitable organization serving the Urban Aboriginal community with a mandate to provide programs and services that will contribute to the cultural, educational, social, economic, and recreational development of Urban Aboriginal people.

The VAFCS is seeking applicants to fill a contract of 35 hours per week in the position of **Day Camp Coordinator**. The successful candidate will work as part of the Recreation team and be responsible for, but not limited to:

- Completing organized pre-employment orientation training (e.g. Leadership, team management, First Aid)
- Taking direction and mentorship from Recreation Supervisor as necessary
- Leading and supervising a team of Day Camp Leaders on a daily basis
- Building strong team cohesion and positive work environment for staff, children and parents
- Being willing and open to develop professional and soft-skill competences
- Being accountable and reliable (i.e. punctual, committed for full term of employment contract)
- Working with Recreation staff and other Day Camp Leaders to provide the best possible programming for children and youth participating in the Day Camps
- Acting as the direct supervisor for the Day Camp Leaders
- Ensuring the day camps run seamlessly with full range of activities offered to children each day
- Ensuring the day camps are delivered to children in a safe, healthy and positive environment

This position is accountable to the Recreation Supervisor and Executive Director or designate. This job posting is in conjunction to an employment-driven initiative, aimed to train and employ aboriginal youth. Therefore, in order to be considered for the position, you must hold a status card designating your aboriginal descent. You must also be returning to full time studies upon completion of this employment contract.

### **Abilities and Qualifications:**

- Interest and experience working with children
- At least 6 months experience in leading a team of at least 1-2 individuals
- Currently enrolled in secondary or post-secondary school and must be returning to school
- Experience working with Aboriginal children and youth.
- Ability to plan, lead and report on various recreational activities for youth (experience an asset).
- Excellent verbal and written communication skills.
- Must be organized and detail-oriented with an ability to work in a fast-paced environment.
- Ability to work as part of a team, but also take leadership role
- Responsible role model for children
- Criminal Record Check will be required.
- Class 4 Driver Licence is considered an asset

Wage: \$14 per hour

**Start Dates: June 26, 2017 (10 week position to September 1, 2017)**

Interested applicants can deliver their 1) resume and 2) cover letter to the VAFCS Front Desk Reception at the above address OR email the Program Director: [programdirector1@vafcs.org](mailto:programdirector1@vafcs.org)

**DEADLINE: JUNE 6, 2017 @ NOON**