



EMPLOYMENT OPPORTUNITY
Richmond Summer 2012 Recreation Programs
SUMMER COORDINATOR

Applications are now being accepted for **Summer Coordinator** positions within several Richmond community organizations. This is an administrative position that involves the management and delivery of summer recreation programs and services for children.

DUTIES/RESPONSIBILITIES:

- Hiring, training, supervision, and evaluation of program leaders and volunteers
- Program planning, implementation, and development
- Program administration and maintenance
- Program evaluation and promotion
- Program budget management
- Report writing
- Customer service
- Coordination of special events
- Safety and risk management

REQUIRED QUALIFICATIONS:

- Grade 12 plus completion of two years education and 1000+ hours of supervisory, programming and experience working with children or, equivalent combination of education and experience.
- Emergency Child Care First Aid or Standard First Aid and CPR Level B (or higher)
- Successful candidates will be required to complete a criminal record check
- Basic computer skills
- Class 5 Drivers License

RECOMMENDED QUALIFICATIONS:

- Class 4 Drivers License
- Class Registration System experience
- Coaching and leadership experience
- Human resources experience
- Volunteer management experience
- Experience with cultural diversity
- Conflict Resolution
- Second language

HOURS OF WORK:

- Up to 35 hours/week for 16-20 weeks
- \$21.20-22.45/hour

Successful candidates are employed by one of the following organizations: *Thompson Community Association, City Centre Community Association, Steveston Community Society or Sea Island Community Association*. This is not a City of Richmond position.

Please Send Resume and Cover Letter to:

Richmond Summer 2012
c/o South Arm Community Centre
8880 Williams Road
Richmond, B.C. V7A 1G6
Email: summerjobs@richmond.ca

Deadline for receiving applications is **Friday, February 17, 2012 @ 5pm.**
The Richmond Summer Committee thanks all applicants in advance for their interest.
Only those candidates under further consideration will be contacted.