



Richmond Centre for Disability

“Promoting a new perspective on disability”

2017 SUMMER CAMP JOB POSTING

POSITION TITLE: Summer Camp Coordinator

(Total 3 Positions: 2 Canada Summer Job CSJ Positions & 1 Contract Position)

POSITION SUMMARY

Successful candidates will perform regular duties as the Coordinator at the RCD Summer Camp for children and youth with disabilities. The main scope of responsibilities is to ensure proper preparation, assist Head Coordinators to administer and evaluate the summer camp, as well as supervise assistants and volunteers; and promote a cohesive and positive team environment.

QUALIFICATIONS

- Experience working with children with disabilities
- Positive, enthusiastic and passionate about summer camps activities
- Excellent organizational, interpersonal, leadership and communication skills
- Previous experience with summer camps or programs for children with special needs is an asset
- Valid First Aid & CPR “C”, as well as “Food Safe Certificate” are assets
- Pass a criminal record check or with recent document of criminal record check

GENERAL DUTIES

- Involved in planning, preparation, training and implementation stages of the summer camp
- Assist Head Coordinator in all duties and responsibilities
- Daily operation of the summer camp and supervisory duties
- To always act in a professional manner whenever dealing with participants, parents, volunteers and co-workers and to represent RCD in the most positive manner at all times

TIME COMMITMENT

- CSJ: June 30 to August 11, 2017, Monday to Friday, 9 a.m. to 3:30 p.m.
- Contract: July 4 to August 11, 2017, Monday to Friday, 9 a.m. to 3:30 p.m.

APPLICATION DEADLINE: May 15, 2017

RATE OF PAY: \$15 per hour for 182 hours (Contract) or 195 hours (CSJ)

HOW TO APPLY: Submit a cover letter and resume to Ella Huang, RCD Executive Director at ella@rcdrichmond.org

Please note – For the Service Canada summer student positions, applicants must be returning to school in September, 2017. For the Contract positions, the pay is based on actual work hours. Visible minorities and aboriginal people are considered a priority.

The RCD thanks all applicants for their interest; however only those applicants considered for an interview will be contacted.