



Richmond Centre for Disability

“Promoting a new perspective on disability”

2017 SUMMER CAMP JOB POSTING

POSITION TITLE: Summer Camp Planner & Coordinator (1 Canada Summer Job Position)

POSITION SUMMARY

Successful candidate will perform regular duties as the Planner & Coordinator at the RCD Summer Camp for children and youth with disabilities. The main scope of responsibilities is to ensure proper preparation, assist Head Coordinator 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 other children programs for children 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

PLANNER DUTIES

- Prepare details of activities planned for the summer camp
- Prepare supplies list and responsible for the acquisition of the items for the summer camp in a timely manner
- Plan staff and volunteer training, in support of Head Coordinator, & prepare training materials
- In charge of volunteer recruitment and summer camp registration and promotion

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

- June 5 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 325 hours

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

Please note – as this is a Service Canada summer student position, applicants must be returning to school in September, 2017. 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.