



# Richmond Centre for Disability

“Promoting a new perspective on disability”

## 2020 SUMMER POSITION JOB POSTING

**POSITION TITLE:** Smart Hub Coordinator, Summer Project (Canada Summer Job Position)

### POSITION SUMMARY

Successful candidate will perform duties as the Smart Hub Coordinator at the RCD Smart Hub Summer Project for youth with disabilities. The main scope of responsibilities is to implement the project in aspects of planning, promoting, implementing and monitoring activities for youth with disabilities.

### QUALIFICATIONS

- Experience working with people with disabilities, especially children and youth
- Positive, enthusiastic and passionate about teaching and competent with VR technology
- 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 technical background are assets
- Pass a criminal record check or with recent document of criminal record check

### SPECIFIC DUTIES

- Prepare details of activities planned for the summer project, including curricula, marketing, learning plan and evaluation
- Perform analysis and report regarding lessons to learn and project improvement

### GENERAL DUTIES

- In charge of planning, preparation & training, and implementation stages of the summer project
- Work with Project Manager in all duties and responsibilities
- Daily operation of the summer project 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 29 to August 25, 2020, Monday to Friday, flexible work schedule allowed, part-time employment available (if more than one applicants are hired)

**APPLICATION DEADLINE:** June 17, 2020

**RATE OF PAY:** \$18 per hour for 240 hours

**HOW TO APPLY:** Submit a cover letter and resume to Ella Huang, RCD Executive Director at [ella@rcdrichmond.org](mailto:ella@rcdrichmond.org)

**Please note – as this is a Service Canada summer job position, applicants must be between the ages of 15-30. 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.