



# Richmond Centre for Disability

## *Maximizing Independence*

### **JOB POSTING**

### **2023 CANADA SUMMER JOB POSITIONS**

**POSITION TITLE: Summer Fun Activity Leaders** (4 Canada Summer Job Positions)

#### **POSITION SUMMARY**

Successful candidates will perform regular duties as the Activity Leader for the RCD Summer Fun Program for children with disabilities. The main scope of responsibilities is to ensure proper preparation, conduct activities, care for participants, as well as work with volunteers to promote a cohesive and positive team environment.

#### **QUALIFICATIONS**

- Experience working with children with disabilities
- Positive, enthusiastic and passionate about summer program 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" is an asset
- Pass a police record check or with recent document of police record check

#### **PLANNING DUTIES**

- Prepare details of activities planned for the Summer Fun Program
- Prepare supplies list and responsible for the acquisition of the items for the program in a timely manner
- In charge of volunteer recruitment and participant registration and promotion
- Plan and conduct volunteer training

#### **OPERATIONAL DUTIES**

- Involved in planning, preparation & training, and implementation stages of the summer program
- Work with peers in all duties and responsibilities
- Daily operation of the summer program and supervisory duties of participants
- 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**

- July 3 to August 11, 2023, Monday to Friday, 9:30 a.m. to 3:30 p.m.

**APPLICATION DEADLINE:** May 31, 2023

**RATE OF PAY:** \$17 per hour for 180 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, to create quality summer work experiences for young people aged 15 to 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.