

## **Richmond Summer Recreation Programs SUMMER ADMINISTRATOR**

The Summer Committee is seeking recruiting the **Summer Administrator** position working with Richmond's Community Recreation Department. This position works in collaboration with Summer/Child Care Coordinators and City representatives in supporting summer camps for the City of Richmond and Community Associations. The position also supervises citywide Free Park programs.

### **DUTIES/RESPONSIBILITIES:**

- Supervision of citywide Free Park programs including planning, scheduling and staff supervision
- Facilitate the hiring and training of program leaders
- Coordinate child integration in collaboration with Aspire Richmond
- Coordinate citywide training and appreciation events
- Coordinate supplies purchasing across sites
- Facilitate marketing and promotions
- Program budget management
- Liaise with staff and volunteers
- Customer service
- Safety and risk management
- Report writing
- Other related administrative tasks

### **REQUIRED QUALIFICATIONS:**

- Grade 12 plus completion of two years post-secondary education
- Ability to effectively prioritize workflow and multitask
- Ability to work independently and interdependently
- Strong communication, problem solving and organizational skills
- Police Information Check
- Experience liaising with outside agencies
- Class 5 Drivers License

### **RECOMMENDED QUALIFICATIONS:**

- Xplor Recreation Registration System experience
- Coaching and leadership experience
- Training and/or experience working with individuals that require extra support.
- Human resources experience
- Volunteer management experience
- Experience with cultural diversity
- Experience with summer programs
- Conflict Resolution
- Second language

### **HOURS OF WORK AND RENUMERATION:**

- Mid-February – August 2026, with gradually increasing hours
  - February – 5 hours/week (10 hours)
  - March – 12.5 hours/week (50 hours)
  - April – June – 25 hours/week (300 hours)
  - July & August – 12.5 hours/week (100 hours)
- \$31.84/hour

The successful candidate would be employed by the Thompson Community Association.  
This is not a City of Richmond position.

**Please email your resume and cover letter to [associationcareers@richmond.ca](mailto:associationcareers@richmond.ca)**

**Deadline for receiving applications is Sunday, January 25, 2026 @ 11:59pm.**