



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

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