

## Richmond Summer 2025 Recreation Programs SUMMER COORDINATOR

### **Job Summary:**

Reports to the Community Facilities Coordinator/Programmer or Recreation Leader and is responsible for the Community Associations/Societies camps. Provides leadership, development, coordination and evaluation of comprehensive camps for children.

### **Duties and Responsibilities:**

#### ***Programming***

- Create, plan, implement and evaluate developmentally appropriate activities and special events that address the social, physical, intellectual, creative and emotional needs of the children.
- Plan and evaluate programs including: weekly schedules, theme days, out-trips, special events, outreach and free park programs.
- Coordinate summer leaders in the planning and design of summer programs.
- Collectively coordinate, plan, implement and evaluate the citywide training, volunteer recognition and special events.

#### ***Supervision***

- Interview, hire, train, orient, supervise and evaluate program staff and volunteers.
- Develop and implement facility based staff and volunteer training.
- Responsible for payroll, scheduling staff and facilitating meetings.
- Serve as a resource for staff and volunteers by providing motivation and mentoring.
- Ongoing evaluation of policies and procedures.

#### ***Customer Service/Communication***

- Promote and encourage child development while acting as a resource for families.
- Ensure staff maintain regular communication with families; ensure families receive weekly activity calendars.
- Liaise with community agencies (The Ministry of Children and Families Vancouver Coastal Health, Supported Child Development, etc.), Daycamp Coordinators, Summer Administrator and various City Departments.

#### ***Safety/Risk Management***

- Responsible for implementing and adhering to risk management protocols for all programs, activities and events (including any Provincial Health Orders in effect).
- Report all accidents, contagious illnesses and incidents to appropriate City staff and/or licensing officers.
- Document and report any suspicion of child abuse to the Ministry of Children and Family Development in consultation with the appropriate City staff.
- Ensure staff are aware of emergency procedures and the location of safety equipment.
- Ensure the physical and emotional program environment is safe for children.

#### ***Administrative***

- Manage program budget, including accounts payable and staff payroll.
- Maintain programs and events in the registration system.
- Book out-trip transportation.
- Develop promotional material for summer programs.
- Maintain statistical reports and submit a final report evaluating the program.
- Order supplies and equipment.
- Other related duties are assigned and may vary according to facility.

**Required Qualifications:**

- Grade 12 plus 1000 hours of supervisory, programming and experience within with children and one year of post-secondary education or, equivalent combination of education and experience.
- BCRPA High-Five - Principles of Healthy Child Development Certification.
- Emergency Child Care First Aid or Standard First Aid and CPR Level B (or higher).
- Police Information Check.
- Basic computer skills.

**Desired Qualifications:**

- AED Training.
- Class 4 Drivers License.
- Experience with XplorRecreation Registration system.
- Training and/or experience working with individuals that require extra support.
- Coaching and leadership experience.
- Human Resources experience.
- Volunteer management experience.
- Conflict resolution course.
- Second language.

**HOURS OF WORK:**

- Approximately 35 hours/week for 22-24 weeks with the possibility of more hours and more weeks:
  - April-May: 15-25 hours/week
  - June: 25-30 hours/week
  - July-August: 30-40 hours/week
  - September: 8-10 hours/week
  - Please note the above is an approximation of a typical work schedule and is subject to flexibility based on operational needs.
- \$31.37/hour

The successful candidate would be employed by one of the following organizations: *City Centre Community Association, Steveston Community Society or 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, March 2, 2025 @ 11:59pm.**