



COLLINGWOOD
Neighbourhood House

May 15, 2019

Internal/External Job Posting - #CS17-19-02

Recreation Summer Student Arts Program and Office Assistant - Temporary Full Time

DESCRIPTION OF PROGRAM:

This position is for Summer Students who are between ages 15-30 and are interested in working with children ages from 5-12 in various recreational programs held at Collingwood Neighborhood House. This program is designed to help children with physical literacy in order to motivate, encourage and allow them to move confidently and with control in a wide range of physical activity situations. These programs focus on delivering a fun, safe, and positive environment for children to grow in. Students will be involved in a variety of programs such as Arts & Crafts, Music Exploration, and Kids Hip-Hop Dance program. In addition, the student will be assisting with administrative duties with the recreation coordinator to support the recreation programs as necessary.

This position is funded by the Canada Summer Jobs Program and applicants must be registered full-time students during the preceding academic year and have intentions to return to school on a full-time basis in the next academic year. Applicants must be between 15 to 30 years old, legally able to work in Canada and must complete a criminal record check prior to contract start date.

JOB OVERVIEW:

- Assist the recreation instructor in running the recreation activity assigned
- Set up and take down recreational programs, and other equipment as required
- Develop positive and professional relationships with your instructor, participants, and parents
- Organize and lead activities when instructor for the program needs assistant
- Administer basic first aid if needed according to basic procedures, and notify instructor in emergency situations and be able to deal with first aid emergency situations
- Make sure all safety rules and regulations set by the instructor is met and take a proactive approach to ensure safety of the children
- Support the instructor in planning and implementing activities in the program
- Fill out incident report if necessary
- Assist the recreation instructor with the field trips
- Administrative duties to support recreation programs as necessary
- Publicity and promotion to support recreation programs as needed

QUALIFICATIONS:

- Clear Criminal Record Search
- Previous experience in working with children in recreational settings and strong background in program planning
- Excellent communication and interpersonal skills
- Organizational and time management skills
- Ability to work in a multicultural environment

ASSETS:

- Standard First Aid Certifications and CPR-C
- Class 5 driver's license
- Willing to work flexible hours in various recreational programs
- Previous experience in working and or volunteering with children in recreational settings
- Second Language is an asset
- Proficiency in Microsoft word, Excel, Photoshop and InDesign

JOB DETAILS

Salary: \$16.00/hr.

Schedule: Mondays-Fridays, 30 hrs./ week, 9 weeks

Location: Collingwood Neighbourhood House

Program Duration: July and August 2019

This position is subject to funding through Employment and Social Development Canada (ESDC). **As required by funder, only Permanent Residents and Citizens of Canada are eligible to apply.**

APPLICATION PROCESS:

As per Collingwood Neighbourhood House's Human Resources Policies and Procedures, all factors being equal first priority will be given to internal and local applicants.

SUBMIT RESUMES AND COVER LETTERS BY: May 31, 2019

Please quote reference #CS17-19-02

Please submit your resume and cover letter to:

Attention: Carmen Correal

Collingwood Neighbourhood House

5288 Joyce Street, Vancouver, B.C. V5R 6C9

Fax Number: 604-451-1191

ccorreal@cnh.bc.ca

**We thank all individuals who apply for this position, and we will be contacting shortlisted candidates directly.
No phone calls please. Only shortlisted candidates will be contacted**