

# Summer Programs Coordinator and Leader

Pender Island Community Hall is now accepting applications for a Summer Programs Coordinator and Leader. The position is contingent on funding and is open to youth 19 – 30 years old, Canadian citizens, permanent residents, or eligible refugee. This position entails a combination of administrative responsibilities and direct program delivery.

Are you looking for a challenge? An exciting opportunity exists for a Summer Programs Coordinator, planning and facilitating *youth leadership programs and summer camp programs*. We are looking for a creative, organized, and enthusiastic individual with a keen interest in recreation, leadership, the outdoors, a passion for teaching children and a desire to build up their management skills.

## Key Duties

- Pre-camp: Program planning, scheduling, promotion, registration, orientation, administration, etc
- During camp: program leadership, administration and registration, direct staff and volunteers
- Program delivery, budget management, staff & volunteer management,
- Lead volunteer and staff meetings
- Evaluate the total program at summers end in detail; compile a comprehensive report with statistics and recommendations
- Assist with events and activities
- Carry out additional duties and responsibilities as required

## Preferred Skills and Experience:

- Excellent organizational, communication (verbal and written), customer service, and interpersonal skills.
- Knowledge of local activities, resources and community groups
- Experience with office procedures and budgeting.
- Experience with program planning, safety, instructional methods & leadership techniques.
- Experience leading children 6 – 12 years of age and youth 12 – 18 years of age
- Experience organizing and leading games songs, crafts, drama and other recreational activities.
- Interest or knowledge in heritage, rural or farm life skills.
- Ability to handle emergency and discipline situations.
- Ability to supervise, evaluate, motivate, and challenge interns and staff.
- Current First Aid with CPRC and AED
- Bronze cross (or better) and Foodsafe would be an asset
- The successful applicant will be required to provide criminal record clearance

**Anticipated Start Date:**      **Part time**      May 3, 2022 (Preferred. 8 – 10 hrs/ wk.)

**Full time**      June 27, 2022

**Anticipated End Date:**      September 3, 2022

Some negotiation is possible regarding start date and weekly hours.

**Anticipated Full-time Hours:** 40 hrs/week. \$17.60 /hour

Please email your resume and cover letter to: **[bookings@penderislands.org](mailto:bookings@penderislands.org)**