



Job Title: SUMMER ADVENTURES PROGRAMMER

Co-op Term: May-August 2019

Wage: \$14.50/hr

Job Description

Do you want to broaden your knowledge of the non-profit recreation sector? This placement will provide you with hands on experience working with children, youth, families and community members in a community recreation setting. You will learn by doing, alongside experienced staff dedicated to enriching the community of James Bay.

The James Bay Community School Society is the non-profit organization that manages the services and activities provided by the James Bay Community School Centre including preschool, Little Waves Daycare, before and after school care, summer adventures, leisure and recreation programs, the community café, seniors' dinner programs, facility rentals and special events for people of all ages in Victoria, British Columbia.

Under the supervision of the Community School Coordinator and the Childcare Coordinator, the Summer Adventures Programmer will be responsible for planning and organizing summer activities for a group of 63 participants aged 5-13. This co-op placement will be broken down into two major parts: a) program planning and administration (May and June), and b) program implementation and evaluation (July-August). You will spend July and August as an important part of the Summer Adventures licensed childcare program, where you will gain hands on experience in implementing the programs that you have planned, and building your skill set in school age group management.

Responsibilities:

- Assist with the planning, implementation, and evaluation of summer program activities.
- Ensure all summer activities are prepared and organized in advance, and provide clear and accurate instructions for other team members to reference.
- Ensure the safety and wellbeing of all participants by maintaining the program site and by implementing safe, well organized activities.
- Assist with the administration of facility operations, providing office and reception support as required.
- Supervision of children aged 5-13 years in our Licensed Out of School Care programs and Summer Adventures programs.
- Adhere to the organization's Best Practices and Policies.
- Performs other related duties as assigned.

**Qualifications:**

- Previous experience in supervising and programming for with children and youth ages 5-13 yrs.
- Flexible, organized, independent worker with strong time management skills and the ability to prioritize multiple competing deadlines.
- Understanding of the specific needs of school-aged children, and the ability to plan engaging and inclusive activities that take into account the various needs of our participants.
- Ability to maintain a high degree of enthusiasm, creativity, and personal motivation for the entire duration of the contract.
- High level of accountability and ability to follow through on assigned tasks.
- Previous experience in childcare or camp settings an asset.
- Experience providing excellent customer service.

Special Requirements:

- Class 4 Driver's License, or willingness to obtain before June 30
- Standard First Aid
- Criminal Record Check
- 20 hours of relevant training

The successful applicant will work a number of hours in the out of school care program, and the remaining hours will be shared between administrative duties and Summer Adventure programming, culminating in a 35-40 hour work week. All shifts will fall within the regular hours the Centre's operation. The tentative start date for the positions would be May 13, 2019 ending August 31, 2019.

Please note that this position is subject to funding and applicants need to be eligible for Canada Summer Jobs Student grants. As part of the grant requirements, students must be available for the FULL work term.

Molly Vermeulen

Childcare Coordinator

James Bay Community School Centre