
Position Vacancy: Summer Daycamp Supervisor (Recreation Worker 4)

DEPARTMENT:	Parks & Recreation	STATUS:	Auxiliary
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	Sunday - Thursday 35 hours per week*	SALARY:	\$25.54 - \$27.77 per hour (2019 rates) + 12% in lieu of all benefits

The City of New Westminster is seeking a seasonal Summer Daycamp Supervisor to oversee all daycamp type programs and staff within our recreation services department. This position will require travel to a various daycamp sites within the City.

Duties will include the following:

- Provide leadership and guidance to staff and volunteers.
- Participate in the delivery of daycamp programs and services.
- Assist with staff orientations, training and hiring as required.
- Assist with staff scheduling and supervision
- Assist with the training, scheduling, and supervising volunteers.
- Troubleshoot program and services related issues as they arise.
- Conduct staff and program evaluations.
- Order, stock and maintain program supplies.
- Complete relevant reports, forms and requests.

Requirements include:

- Completion of a post-secondary program or courses in recreation or a related field, preferably supplemented by experience in children's programming, or an equivalent combination of education and experience in working with children.
- Exceptional customer service skills.
- Program staff supervisory experience.
- Ability to use the Microsoft Office suite of software.
- PerfectMind software knowledge is an asset.
- Water Safety certificates are an asset.
- Valid First Aid and CPR certificates.
- Valid Class 5 BC Driver's License and daily access to a personal vehicle.
- Successful pass and maintenance of a clear Police Information Check.

****Hours will vary; this seasonal auxiliary position will begin work mid-April for 7 weeks of 20hrs per week, followed by 12 weeks of 35 hours per week. A flexible schedule will be implemented, which could include late weekdays and weekend hours.***

Apply by sending your resume **quoting competition #20-44, by March 20, 2020**, to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, Fax: (604) 527-4619 or e-mail to hr@newwestcity.ca.

The City of New Westminster welcomes diversity and encourages applications from all qualified individuals. We thank all applicants for their interest and advise that only those selected for an interview will be contacted. This position is only open to those legally entitled to work in Canada.