June 02, 2021
Internal/External Job Posting – #CS17-21-01
Recreation Summer Youth Gymnastics / Sports Assistant – Temporary, Full-Time -REPOST

Collingwood Neighbourhood House (CNH) is a not-for-profit Society serving the Renfrew-Collingwood neighbourhood of East Vancouver. CNH’s mandate is to promote the well-being of the Renfrew-Collingwood community by providing leadership and working collaboratively with individuals, families, agencies and other groups to develop and support inclusive, innovative, sustainable initiatives and services that respond to the community’s social, educational, economic, health, cultural and recreational needs.

PROGRAM DESCRIPTION
This position is for youth who are between ages 15-30 and are interested in working with children ages from 5-12 in various recreational programs held at Collingwood Neighbourhood 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. Youth will be involved in gymnastics summer camp in the months of July and August and Sports Camp (Basketball and soccer) in the month of August.

This position is funded by the Canada Summer Jobs Program and 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

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

JOB DETAILS
Salary: $16.00/hr
Schedule: Mondays-Fridays, 30 hrs/week, 9 weeks
Location: Collingwood Neighbourhood House, 5288 Joyce St, Vancouver, BC
Program Duration: July 5 to September 3, 2021

APPLICATION PROCESS
As per Collingwood Neighbourhood House’s Human Resources Policies and Procedures, all factors being equal first priority will be given to qualified internal and local applicants. Equality of opportunity and diversity is important to us. We do not discriminate on the basis of race, religion, color, ethnicity, gender, sexual orientation, age, marital status, or disability.

This position is funded by the Employment and Social Development Canada (ESDC) Canada Summer Jobs Program and applicants must meet the eligibility requirements listed above.

PLEASE SUBMIT A RESUME AND COVER LETTER TO:
Carmen Correal
Recreation Coordinator
Collingwood Neighbourhood House
5288 Joyce Street, Vancouver, BC, V5R 6C9
Email: ccorreal@cnh.bc.ca

Please quote reference #CS17-21-01
Closing Date: Open Until Filled

APPLICATIONS WITHOUT A COVER LETTER WILL NOT BE CONSIDERED

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