Program Overview
Rec & Read is an early intervention, literacy program for children, who are currently in grade one, who will benefit from additional reading development over the summer. The program balances literacy instruction with recreational activities. The morning consists of literacy centers (including writing activities) and small group and individual instruction in guided reading. In the afternoon, participants engage in on-site recreational activities. Rec & Read was developed based on sound research using best practices. This program is supported and organized by the Vancouver School Board in collaboration with Collingwood Neighbourhood House. This is a 3-week program from July 5th-23rd. The Recreation Leader will be responsible for the afternoon portion of the program, working approximately 3.5 hours/day, Monday through Friday from 11:30am – 3pm.

Job Responsibilities
- Responsible for the planning, preparing and implementation of afternoon recreation component (12:00-3:00pm)
- Supervise and lead 3 junior leaders on site
- Create and convey a supportive and positive environment for participants
- Communicates and liaises with both CNH Director of Youth Services and Community Schools Coordinators regarding parent/guardian communication, and challenges with individual students
- Plan activities ensuring safety and hazard mitigation for participants
- Procurement of supplies
- Facilitate student pick-up procedures
- Understand and follow health and safety / first aid protocols to ensure a safe environment

Level of Education
Secondary or post-secondary education.

Qualifications
- Experience planning and leading programs for children
- Experience leading and supporting a team of volunteers or junior staff
- Ability to connect to youth in a positive, supportive, and encouraging manner
- Strong interpersonal and leadership skills
- Organizational and time management skills
- Ability to work independently and as part of a team
- Ability to work in a multicultural environment
- Active first-aid certificate
- Satisfactory criminal record search

Assets
- Positive and supportive attitude
- High-Five, coaching or similar training to support in children/youth programming
• Access to a vehicle

**Job Details**
Salary: $21.74/hour
Term: July 5th – July 23rd (3 weeks), July 2nd (1-day training)
Schedule: Monday - Friday from 11:30am to 3pm
Location: John Norquay Elementary School, 1750 East 22nd Avenue, Vancouver BC. V5N 2P7

This is a non-union, temporary, part-time contract position.

**Application Process**
Applicants must be legally entitled to work in Canada, with priority given to Canadian Citizens and permanent residents. If you are not currently authorized to work in Canada, the employer will not consider your job application. As per the Collingwood Neighbourhood House Human Resources Policies and Procedures, all factors being equal, first priority will be given to qualified 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.

Please quote reference #YS18-21-04
OPEN UNTIL FILLED

Please submit your resume and cover letter to:
Sanjeev Karwal
Collingwood Neighbourhood House
5288 Joyce Street, Vancouver, B.C. V5R 6C9
Fax Number: 604-451-1191
Email: skarwal@cnh.bc.ca

APPLICATIONS WITHOUT A COVER LETTER WILL NOT BE CONSIDERED

We thank all individuals who apply for this position and will be contacting shortlisted candidates directly.

No phone calls please.