



May 21, 2024

Internal/External Job Posting #CS17-24-02

**Recreation Summer Student Youth Gymnastics Assistant – Canada Summer Jobs
Full-Time, Term Certain**

Collingwood Neighbourhood House'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.

JOB OVERVIEW

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. This program focuses 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.

JOB RESPONSIBILITIES

- Assist the recreation instructor in running the recreation activity assigned (children summer gymnastics camp)
- 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
- 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

- Previous experience in working with children in recreational settings and strong background in program planning is an asset
- 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
- 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

ELIGIBILITY

This position is funded through the Canada Summer Jobs Program and applicants must meet the specific eligibility

- Applicants must be between 15 and 30 years of age at the start of the employment
- Applicants must be a Canadian Citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment. International students are not eligible participants
- Must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada
- The successful candidate MUST be double-vaccinated for COVID-19 as a condition of employment and as part of their legal obligation under *Occupational Health and Safety Act (OHS)*.

JOB DETAILS

Salary: \$17.40 per hour

Schedule: Mondays-Fridays, 32 hours per week, for 9 weeks

Location: Collingwood Neighbourhood House, 5288 Joyce St, Vancouver, BC

Program Duration: July 2 – August 30, 2024

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:

Amir Sabbaghan

Recreation Manager

Collingwood Neighbourhood House

5288 Joyce Street, Vancouver, BC, V5R 6C9

Email: asabbaghan@cnh.bc.ca

Please quote reference #CS17-24-02

Closing Date: June 11th 2024

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.