



May 21st 2024

Internal/External Job Posting - #CS17-24-03

**Recreation Summer Student Arts / Sports Program – Canada Summer Jobs
Full-Time, Term Certain**

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.

JOB OVERVIEW

This position is for Summer Students 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. Students will be involved in a variety of programs such as Arts & Crafts, Creative Writing Class, and Sports Camp. In addition, the student will be assisting with administrative duties with the recreation coordinator to support the recreation programs as necessary.

JOB RESPONSIBILITIES

- 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
- 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
- Assist the recreation instructor with field trips
- Administrative duties to support recreation programs as necessary

QUALIFICATIONS

- Clear Criminal Record Search
- 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
- 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 (OHSA)*.

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
- Proficiency in Microsoft word, Excel, Photoshop and InDesign

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

Job Details

Salary: \$17.40 per hour

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

Location: Collingwood Neighbourhood House

Program Duration: July 2 – August 30, 2024

Applications 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 Job 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 #CS17-24-03

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. Only shortlisted candidates will be contacted