



SUMMER CAREER PLACEMENT JOB POSTING

Please note this position is subject to Canada Summer Jobs Funding approval.

Job Title: Kids Summer Camp Coordinator
Location: Surrey Head Office
Position: Summer position for a maximum of 16 weeks - April 23, 2019 to September 01, 2019
Wage: \$12.65 to 13.85 per hour; Full-time 35 hours a week
Conditions: Must be able to work full-time from April 23, 2019 to September 01, 2019

Job Summary: Kids Summer Camp Coordinator will perform various duties to assist in organizing the camp in the month of July for school going kids.

Work Tasks and Responsibilities

- Design and prepare a schedule for internal and external activities for the Summer Camp participants
- Prepare a budget for the camp. Prepare and execute a promotion and marketing plan
- Prepare, update and maintain the database of sponsors. Establish/renew contacts with sponsors
- Recruit volunteers for assistance and coordinate with the Volunteer Coordinator and HR to recruit Volunteers
- Distribute and collect the completed registration forms and other documentation Plan
- Submit the final report and the other related documents at the end of the event to the Settlement Program Manager
- Other assigned duties as required

Skills and Abilities

- Analytical skills and organizational skills
- Verbal and written English skills
- Communication and interpersonal skills
- Ability to work in a cross cultural setting with children
- Knowledge of Microsoft Word, Excel

Level of Education and Experience

Enrolled in or interested in enrolling in a Social Science program. Experience in or interested in gaining experience in community social services / non-profit sector.

ELIGIBILITY

To be eligible, applicants must:

- be between 15 and 30 years of age at the start of the employment
- 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
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

How to Apply: Please submit a resume and cover letter to PICS HR Department at career@pics.bc.ca

Please include the job title in the email subject. We thank all who apply, but only applicants selected for an interview will be contacted. No phone calls please.