

**Job Posting– Project Manager
Ray-Cam Cooperative Centre**

Ray-Cam Co-operative Centre is located in the Downtown Eastside-Strathcona neighbourhood of Vancouver. The centre provides daycare and out of school care, child and family programs, programming and support to seniors and youth, as well as a variety of social recreational activities for residents of the Downtown Eastside-Strathcona neighbourhoods. The Centre is operated by the Board of Directors of the independent Ray-Cam Co-operative and Community Associations and operates in partnership with the City of Vancouver, Vancouver Board of Parks and Recreation and BC Housing.

We are looking for up to 2 applicants to support key staff in the delivery of summer programming. Work can be focused in specific areas (for example, after school programs or day camps), but there will also be an interdisciplinary aspect of this work where successful applicants will work in various service areas.

Qualifications:

Experience leading other staff in recreation base programming

Experience working with children and/or youth and/or seniors – volunteering and youth leadership experiences will also be considered

Ability to effectively monitor activities of groups including those made up of several young children.

Some experience working in multi-cultural inner-city settings.

Strong communication and interpersonal skills.

Some leadership skills with children and adults.

Ability to work independently and within a team.

Ability & willingness to work within a culturally, economically and socially diverse community

Responsibilities include, but are not limited to:

- **Implementing and following Covid19-based health and safety protocols as directed.**
- Facilitating age-appropriate activities for children
- Managing and supporting staff in respective camps
- Reconcile petty cash for all the groups
- Plan a calendar using Childs Rights Themes and an outline for staff to follow
- Staff in child-care, youth, family and senior outreach programs.
- Monitor a variety of activities with participants to ensure that activities are safe.

- Lead groups and provides basic skills instructions in crafts, games, athletic or similar activities.
- Check facilities, equipment and program activities for safety.
- Performs minor cleaning and janitorial tasks such as sweeping floors or clearing/cleaning activity areas.
- Help with the distribution of food or other supplies to families, children and seniors.

Conditions of employment:

- Successful Police Records clearance.
- As conditions of a position covered by the Canada Summer Jobs grant, the successful applicant must be between the ages of 18 and 30 years.
- Preference will be given to those candidates who have experience working in inner city environments.

Terms of Employment:

- Start date June. 20th, 2022 – 10-week contract
- 35 hours/week
- \$26.36 per hour plus 4% in lieu of vacation
- Would need be available to work in the afternoon

Please note: Covid19 can currently not be eliminated from society, so there is a risk of transmission in community settings. We follow Provincial Health Officer guidelines, VCH and sector guidelines pertaining to Covid19 protocols to limit the risk of transmission and expect all applicants to follow these protocols.

Thank you to all applicants – Please add: Job Posting– Summer Project Manager Position to the subject line when you submit your resume and cover letter via email. We will only contact applicants who are short-listed for an interview.

Please note: Application deadline is Sunday May 22th 2022.

Please apply by submitting a resume and cover letter to:

Jason Datt, Youth Programmer
jason.datt@vancouver.ca

Ray Cam Cooperative Centre

920 East Hastings Street, Vancouver BC V6A 3T1

Phone: 604-654-0783