

Sun Fun Coordinator

Oliver & District Recreation is seeking a full-time Sun Fun Coordinator. Reporting to the Recreation Programmer, the primary focus of this position is to manage Day Camp Leaders at both the Junior and Senior Sun Fun Day Camps.

Key Job Duties and Functions

- Supervision, evaluation, and mentorship of Day Camp Leaders
- Planning, implementing, facilitating, and evaluating activities for the program
- Strong knowledge of age-appropriate activities for 5–12 year-olds
- Carry out activities in a safe, fun manner
- Completion of administrative duties such as daily attendance, bookings and reservations, Day Camp Leader payroll and mid-summer/final reporting
- Knowledge of and the implementation of workplace policies (first aid reporting, OH & S inspections, summer crew talks)
- Ability to deal courteously and tactfully with the public, parents, participants, and co-workers
- Working with the Recreation Programmer to provide management and direction for a team of staff, management of petty cash and program budgets
- Liaising with other programs, staff, schools, social workers, caregivers, and parents

Required Knowledge, Skills, and Abilities

- Proven leadership and organizational skills
- Ability to work in a team environment
- Interest in recreation, education, child/youth care or social science fields

Minimum Training and Experience Required

- One or more years of experience working with children 5-12 years of age in a day camp, childcare, or recreation program setting
- Completion of educational courses related to child development, recreation and/or social services
- Valid First Aid & CPR certification
- Babysitting, coaching experience would be an asset
- Class 4 driver's license would be an asset

Hours of Work

- Monday, June 16, 2025 - Friday, August 22, 2025 (Monday - Friday, 40 hours per week)
(Part time hours may be agreed upon between the employer and employee)
- This contract position has a salary range of \$25.00-\$27.00 per hour, plus 4% in lieu of vacation

Application Deadline: Competition will remain open until filled
Submit your Application: Town of Oliver, 6150 Main Street (PO Box 638)
Oliver, BC V0H 1T0
Email: careers@oliver.ca

Please submit a resume and cover letter in PDF Format and please note only complete applications will be considered.

