



Grand Beach Cottage Owner's Association

Community Club Supervisor (Child and Youth Care Worker Position)

Posting

We are looking for a fun, energetic, creative young adult to plan, coordinate, and run the children's activities at Grand Beach Community Club. Applicant must work well with others, have strong personal and group management skills and be willing to work flexible hours including evenings and weekends. Due to the variety in working times, (mornings, evenings and weekends) a nearby residence is recommended.

The successful applicant will need to collaborate with the team to plan and facilitate the children's summer program and be responsible for the administration, maintenance, and overall management of the community club during the months of July and August (approximately 40 hours a week). Some preparation work will be required during the last two weeks of June (approx. 60 hours), as well as some final closing time into the month of September (approx. 60 hours).

Responsibilities & General Duties:

- Organize and lead children (ranging from 2 to 15 years of age) through crafts, sports, games, and other scheduled activities.
- Establish a positive, respectful, and inclusive environment, while developing a good rapport with children, adults and board members and/or beach community, and participate in all program activities with high levels of enthusiasm.
- Create budgets, managing floats, purchase supplies.
- Run weekly Bingo.
- General set-up and tear down of community club for different events.
- Supervise Assistant & Junior Supervisor positions.

Qualifications:

- Experience working with children will be an asset as the Grand Beach Community Club provides programming to children of all ages. Those with experience in recreational programming supervision and/or enrolled in Education, Early Childhood Education, Recreation Studies, or Educational Assistant programs are encouraged to apply.
- Able to demonstrate high level of responsibility, as well as strong interpersonal skills, be energetic and willing to work as a team.
- Certification in First Aid/CPR/AED, Food Handling, Smart Choices, Coaching, Swimming or other related certifications are an asset.
- Cash handling experience preferred.

PLEASE NOTE: Individuals hired will be required to have a current Criminal Record Check and Child Abuse Registry Check done (within the past 6 months).

Salary will be discussed and decided at time of interview.

Please forward a resume complete with two references to:

Carly Friesen: carlylfriesen@gmail.com

Closing Date for Applications:

April 18, 2024