

Richmond Summer 2026 Recreation Programs SUMMER COORDINATOR

Job Summary:

Reports to the Community Facilities Coordinator/Programmer or Recreation Leader and is responsible for the Community Associations/Societies camps. Provides leadership, development, coordination and evaluation of comprehensive camps for children.

Duties and Responsibilities:

Programming

- Create, plan, implement and evaluate developmentally appropriate activities and special events that address the social, physical, intellectual, creative and emotional needs of the children.
- Plan and evaluate programs including: weekly schedules, theme days, out-trips, special events, outreach and free park programs.
- Coordinate summer leaders in the planning and design of summer programs.
- Collectively coordinate, plan, implement and evaluate the citywide training, volunteer recognition and special events.

Supervision

- Interview, hire, train, orient, supervise and evaluate program staff and volunteers.
- Develop and implement facility based staff and volunteer training.
- Responsible for payroll, scheduling staff and facilitating meetings.
- Serve as a resource for staff and volunteers by providing motivation and mentoring.
- Ongoing evaluation of policies and procedures.

Customer Service/Communication

- Promote and encourage child development while acting as a resource for families.
- Ensure staff maintain regular communication with families; ensure families receive weekly activity calendars.
- Liaise with community agencies (The Ministry of Children and Families Vancouver Coastal Health, Aspire Richmond, etc.), Daycamp Coordinators, Summer Administrator and various City Departments.

Safety/Risk Management

- Responsible for implementing and adhering to risk management protocols for all programs, activities and events (including any Provincial Health Orders in effect).
- Report all accidents, contagious illnesses and incidents to appropriate City staff and/or licensing officers.
- Document and report any suspicion of child abuse to the Ministry of Children and Family Development in consultation with the appropriate City staff.
- Ensure staff are aware of emergency procedures and the location of safety equipment.
- Ensure the physical and emotional program environment is safe for children.

Administrative

- Manage program budget, including accounts payable and staff payroll.
- Maintain programs and events in the registration system.
- Book out-trip transportation.
- Develop promotional material for summer programs.
- Maintain statistical reports and submit a final report evaluating the program.
- Order supplies and equipment.
- Other related duties are assigned and may vary according to facility.

Required Qualifications:

- Grade 12 plus 1000 hours of supervisory, programming and experience with children and one year of post-secondary education or, equivalent combination of education and experience.
- BCRPA High-Five - Principles of Healthy Child Development Certification.
- Emergency Child Care First Aid or Standard First Aid and CPR Level B (or higher).
- Police Information Check.
- Basic computer skills.

Desired Qualifications:

- AED Training.
- Class 4 Drivers License.
- Experience with XplorRecreation Registration system.
- Training and/or experience working with individuals that require extra support.
- Coaching and leadership experience.
- Human Resources experience.
- Volunteer management experience.
- Conflict resolution course.
- Second language.

HOURS OF WORK:

- Approximately 35 hours/week for 22-24 weeks with the possibility of more hours and more weeks:
 - April-May: 15-25 hours/week
 - June: 25-30 hours/week
 - July-August: 30-40 hours/week
 - September: 8-10 hours/week
 - Please note the above is an approximation of a typical work schedule and is subject to flexibility based on operational needs.
- \$31.84/hour

The successful candidate will be employed by the City Centre Community Association.
This is not a City of Richmond position.

Please email your resume and cover letter to associationcareers@richmond.ca

Deadline for receiving applications is Sunday, January 25, 2026 @ 11:59pm.