Youth Program Coordinator (12.75 month parental leave)

Vancouver Botanical Gardens Association (VBGA) is seeking a Youth Program Coordinator to oversee our pro-d, spring break, and summer camps based at VanDusen Botanical Garden and Bloedel Conservatory. Visit our website to learn more about our camps here.

Responsibilities

- Coordinate all aspects of the pro-d, spring break, and summer camp programs
- Ensure a high level of camper safety and respond to emergency and challenging situations with campers, parents, staff, and volunteers
- Ensure high camper and parent satisfaction and that children receive a fun, educational, and meaningful experience
- Interviewing, hiring, training, and managing camp staff and volunteers
- Applying for and managing camp related staffing grants
- Registration tasks including database management and parent inquiries
- Other task may include leading educational programs for youth such as school and community field trips and our annual event Pollinator Days, as well as facilitating in-house and external outreach events

Qualifications and experience

- Experience in a supervisory role in elementary aged childcare, camp, education, or a related field
- Education and/or courses and workshops related to childcare
- Experience leading a staff and volunteer team with human resources knowledge
- Experience organizing multiple programs and developing exceptional programming
- Comfortable with public speaking to diverse audiences
- Exemplary customer service skills in person, electronically, and on the phone
- Dedication to environmental awareness and sustainable living
- Current certification in standard first aid AND a clear criminal record check (or willingness to obtain prior to start date)
- Vehicle or access to a vehicle

Assets

- A combination of education and/or experience in biology, ecology, environmental studies or a related field
- Grant writing experience
• Experience working in a non-profit

Availability
Required full-time, Monday to Friday 35 hours a week. Some evening and weekend shifts are required. Start date by March 2, 2020. End date is March 26, 2021.

Submit resume and cover letter to:
Chantal Martin, Assistant Director of Education
cmartin@vandusen.org

Applications will be accepted until the position is filled.