



YOUTH & FAMILY EVENTS COORDINATOR

The Arbutus Club has been a landmark in Vancouver since 1964. Today, we are a modern recreation complex with first class food and beverage services. Our vast range of facilities and programs, coupled with unparalleled service, have earned us a reputation as one of Canada's finest premier Private Clubs. Our motto is 'Putting Families First.'

We are looking for a highly motivated Youth & Family Events Coordinator to add to our Recreation Services Team. This is a Full-Time position which requires a flexible schedule consisting of evenings and weekends.

Duties & Responsibilities

- Supervise and support a team of youth, camp and birthday party leaders and volunteers
- Oversees day to day operations of the Youth Room, seasonal Family Fun Centre and Winter Pond facilities to ensure cleanliness and safety for users
- Develop seasonal programs and events that will engage children, youth and families in games, arts/crafts, special events and activities
- Ensure Youth Behaviour Policy is followed and establish respectful relationships, providing high-quality member service
- Contribute to club publications and promote youth and family activities and opportunities to members
- Other related duties as required

Requirements & Qualifications

- Bachelor's Degree or Diploma in Recreation, Child & Youth care, Education or an equivalent combination of post-secondary education and experience
- Minimum of 2 years' experience working with children and youth in a recreation setting
- Minimum of 2-years' experience in supervision, scheduling and managing staff as well as program planning
- Strong leadership skills with the ability to lead and motivate a team of youth leaders
- Professional with strong communication and interpersonal skills
- Able to work independently with excellent time management and organizational skills
- Previous experience planning events for kids and youth
- Knowledge of budgets, scheduling, payroll and billing

Join the Club

- Competitive pay based on level of experience with comprehensive benefits package
- Staff discount on meals at The Bistro and corporate discount on local gym memberships
- Free on-site complimentary staff parking
- Incredible work environment with a fun and diversified team
- Be part of Canada's leading private family Club!

Applicants may submit a Resume with a Cover Letter in PDF format, by **November 20, 2019** to: hr@arbutusclub.com.

We thank all applicants for their interest in The Club. However, only those selected for further consideration will be contacted. Visit our Website at www.arbutusclub.com.