

# Summer Program Manager

**Employment Type:** Full-Time | **Hours:** 35 hours/week

**Wage:** \$20.00–\$24.00/hour (based on experience)

## Role Overview

As the Summer Program Manager, you will be responsible for the overall coordination and delivery of Rahma's Summer Youth Program. This includes supervising staff, managing logistics, ensuring quality programming, and reporting outcomes. You are the heart of the summer team's success.

## Responsibilities

- Lead the planning, implementation, and evaluation of the summer program
- Supervise and support the Program Supervisor and Camp Counselors
- Manage scheduling, supplies, daily operations, and reporting
- Liaise with parents, community partners, and stakeholders
- Ensure a safe, respectful, and inclusive environment for all participants
- Document program success stories and key outcomes for final reporting

## Qualifications

- 2+ years in youth or community program management
- Post-secondary education in community development, education, or social work (preferred)
- Strong leadership, communication, and organizational skills
- Experience working in culturally diverse communities
- CPR/First Aid Certification required (or willing to obtain)
- Criminal Record Check and Child Abuse Registry required