

## Summer Program Manager

**Employment Type:** Full-Time (35 hours/week)

**Wage:** \$22.00–\$24.00/hour (based on qualifications and experience)

### Position Overview

The Summer Program Manager is responsible for the overall leadership, coordination, implementation, and evaluation of Rahma Community and Youth Centre's Summer Program. The Manager will oversee staff, manage program operations, coordinate community partnerships, and ensure the delivery of safe, engaging, and high-quality programming for children and youth.

### Key Responsibilities

- Lead the planning, implementation, and evaluation of summer programs and activities.
- Supervise, mentor, and support the Program Supervisor and Summer Camp Counselors.
- Develop weekly schedules, educational workshops, recreational activities, field trips, and special events.
- Ensure programs promote leadership, healthy lifestyles, education, inclusion, cultural understanding, and positive youth development.
- Manage program logistics, supplies, transportation, budgets, and daily operations.
- Build and maintain positive relationships with parents, schools, community partners, and stakeholders.
- Ensure compliance with organizational policies, procedures, and health and safety standards.
- Monitor participant engagement and program quality.
- Collect program data, success stories, testimonials, and outcomes for reporting purposes.
- Prepare reports and documentation required by funders and the organization.
- Foster a positive, respectful, and inclusive environment for participants and staff.

### Qualifications

- Post-secondary education in Education, Social Work, Community Development, Recreation, Child and Youth Care, or a related field is preferred.
- Minimum two years of experience managing youth, recreation, or community-based programs.
- Strong leadership, organizational, communication, and problem-solving skills.
- Experience working with children, youth, newcomers, and diverse communities.
- CPR/First Aid Certification required (or willingness to obtain before employment begins).
- Criminal Record Check and Child Abuse Registry Check required.

## **Employment Requirements**

- Legally entitled to work in Canada.
- Ability to work flexible hours, including occasional evenings and weekends.
- Commitment to fostering a safe, respectful, and inclusive environment.
- Strong understanding of diversity, equity, inclusion, and cultural sensitivity.
- Successful completion of a Criminal Record Check and Child Abuse Registry Check prior to employment.

## **Submission Instructions**

Interested applicants are invited to submit their resume and cover letter by email to:

[HR@rahmacyc.org](mailto:HR@rahmacyc.org)

Please include the position title in the subject line of your email.