



South

2015 CANADA SUMMER JOBS APPLICATION / AGREEMENT

- You must carefully read the Applicant Guide and the attached Canada Summer Jobs Articles of Agreement as you will be required to attest that you have read and understood these documents by signing this form.  
- All fields are mandatory and must be completed by the applicant.

PART A - EMPLOYER INFORMATION			
1. Canada Revenue Agency Business Number 87390 3090 RR0001		2. Legal Name Burnaby Neighbourhood House Society	
3. Common Name Burnaby Neighbourhood House		4. Telephone Number 604-431-0400	5. Fax Number 604-431-9499
6. Employer Type			
Private Sector		Not-For-Profit Sector	
<input type="checkbox"/> Bank		<input type="checkbox"/> Aboriginal not-for-profit group	
<input type="checkbox"/> Business, incorporated or unincorporated body		<input type="checkbox"/> Association of workers or employers	
<input type="checkbox"/> Indian Band corporation		<input checked="" type="checkbox"/> Local community, charitable, voluntary organization	
<input type="checkbox"/> Private Band Council		<input type="checkbox"/> Sector council	
<input type="checkbox"/> Private university or college		<input type="checkbox"/> National non-governmental organization	
<input type="checkbox"/> Private university or college		<input type="checkbox"/> Union	
Public Sector			
<input type="checkbox"/> Municipal government or agency			
<input type="checkbox"/> Public health			
<input type="checkbox"/> Provincial government or agency			
<input type="checkbox"/> Public community college or vocational school			
<input type="checkbox"/> Public degree-granting college			
<input type="checkbox"/> Public degree-granting university			
<input type="checkbox"/> Territorial government			
7. Is a union present on the worksite or are you a unionized employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If YES, attach the union concurrence to this application.			
8.a) Name of Employer Contact Person Sasa Shaw		8.b) Telephone Number of Employer Contact Person 604-431-0400	
9. Email Address of Employer Contact Person sasa.seburnaby@nbc.ca		10. Date the Organization was Created (yyyy/mm/dd) 1996/04/10	
11. Mandate and Main Activities of the Organization? Social Services		12. Number of Full-Time Employees Working in Canada 30	
13. Language Service: <input checked="" type="checkbox"/> English <input type="checkbox"/> French		Correspondence: <input checked="" type="checkbox"/> English <input type="checkbox"/> French	
14. Mailing Address of Employer 100-4460 Beresford Street, Burnaby, BC		Postal Code V5H 0B8	
15. Address of the Location of the Proposed Activities (if different from Box 14 - Postal Code is mandatory) See Attached List			
Will the proposed activities be held in different locations within the same constituency? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If YES, provide all addresses. See Attached List			
16. The activities of your organization focus on the provision of services in the local community: <input checked="" type="checkbox"/> to persons with disabilities <input checked="" type="checkbox"/> to seniors <input checked="" type="checkbox"/> to newcomers to Canada <input type="checkbox"/> related to environmental protection <input checked="" type="checkbox"/> to Aboriginal peoples <input type="checkbox"/> related to crime prevention <input checked="" type="checkbox"/> to members of a visible minority <input type="checkbox"/> related to public health or safety <input type="checkbox"/> to persons who are homeless or street-involved <input type="checkbox"/> related to cultural development or historical preservation <input checked="" type="checkbox"/> to other groups with social or employment barriers including literacy and numeracy OR <input checked="" type="checkbox"/> to children or youth <input type="checkbox"/> not applicable			
17. Are the proposed activities directed at members of an Official Language Minority Community? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
18. Have you applied or will you apply for other sources of funding for the job requested? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If YES, refer to Article 17(g) of the attached Canada Summer Jobs Articles of Agreement. If the Canada Summer Jobs contribution requested is in excess of \$100,000, refer to Articles 11 to 13. In Article 11, cross out and initial the option that is not applicable.			
19. Do you owe any amount to the Government of Canada, under the legislation or a contribution agreement, for which you are currently in default? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If YES, refer to Article 43 of the attached Canada Summer Jobs Articles of Agreement and provide a document stating the nature of the debt and the arrangements you have made for repayment.			
20. (a) Have you solicited the services of a third party or any individual within your organization that falls within the definition of lobbyists, in accordance with the Lobbying Act? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If YES, refer to Article 20 of the attached Canada Summer Jobs Articles of Agreement.			
20. (b) If 20(a) is in the affirmative, is the third party or your organization duly registered in accordance with the Lobbying Act? <input type="checkbox"/> Yes <input type="checkbox"/> No			
21. Workers' Compensation (if applicable) <input type="checkbox"/>		Account Number 630475 Rate 0.93%	
Liability Insurance (if applicable) <input type="checkbox"/>		Insurer Name Westland Insurance Policy Number CBCL92374	

22. JOB TITLE 1: *Leader I*

Hourly  
Wage Rate: *\$15.06*

Tasks and Responsibilities

Supervision and Mentoring Plan

*See Attached*

Health and Safety Practices in the Workplace

Desired Level of Education of the Student (select only one):

☐ Secondary

OR

☒ Post-Secondary (community college, CEGEP, technical institute, university)

Will this job be a career-related work experience? ☒ Yes ☐ No

Name the field of academic studies and demonstrate how the field relates to the job

*See Attached*

Will your organization make special efforts to hire a priority student? If YES, indicate which priority group.

☒ Student with disabilities

☒ Aboriginal student

☐ Student who is member of a visible minority

OR

☐ Not applicable

Recruitment plan to hire the priority student or indicate if you have already identified a priority student.

*See Attached*

The tasks and responsibilities of this job support the provision of services in the local community:

☒ to persons with disabilities

☐ to seniors

☐ to newcomers to Canada

☐ related to environmental protection

☒ to Aboriginal peoples

☐ related to crime prevention

☐ to members of a visible minority

☐ related to public health or safety

☐ to persons who are homeless or street-involved

☐ related to cultural development or historical preservation

☒ to other groups with social or employment barriers including literacy and numeracy

OR

☒ to children or youth

☐ not applicable

Does this job support a local priority? ☒ Yes ☐ No

If YES, indicate which local priority

*See Attached*

PART B: JOB DETAILS Describe, in order of priority, the jobs you are proposing.		Hourly Wage Rate: \$15.06
23. JOB TITLE 2: Leader II		
Tasks and Responsibilities		
Supervision and Mentoring Plan		
See Attached		
Health and Safety Practices in the Workplace		
Desired Level of Education of the Student (select only one):		
<input type="checkbox"/> Secondary		
OR		
<input checked="" type="checkbox"/> Post-Secondary (community college, CEGEP, technical institute, university)		
Will this job be a career-related work experience? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Name the field of academic studies and demonstrate how the field relates to the job		
See Attached		
Will your organization make special efforts to hire a priority student? If YES, indicate which priority group.		
<input checked="" type="checkbox"/> Student with disabilities		
<input checked="" type="checkbox"/> Aboriginal student		
<input checked="" type="checkbox"/> Student who is a member of a visible minority		
OR		
<input type="checkbox"/> Not applicable		
Recruitment plan to hire the priority student or indicate if you have already identified a priority student		
See Attached		
The tasks and responsibilities of this job support the provision of services in the local community:		
<input checked="" type="checkbox"/> to persons with disabilities		
<input type="checkbox"/> to newcomers to Canada		
<input checked="" type="checkbox"/> to Aboriginal peoples		
<input checked="" type="checkbox"/> to members of a visible minority		
<input type="checkbox"/> to persons who are homeless or street-involved		
<input checked="" type="checkbox"/> to other groups with social or employment barriers including literacy and numeracy		
<input checked="" type="checkbox"/> to children or youth		
Does this job support a local priority? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
If YES, indicate which local priority		
See Attached		

24. JOB TITLE 3: *Leader III*

Hourly  
Wage Rate: *\$10.25*

Tasks and Responsibilities

Supervision and Mentoring Plan

*See Attached*

Health and Safety Practices in the Workplace

Desired Level of Education of the Student (select only one):

☒ Secondary

OR

☐ Post-Secondary (community college, CEGEP, technical institute, university)

Will this job be a career-related work experience? ☐ Yes ☐ No

Name the field of academic studies and demonstrate how the field relates to the job

Will your organization make special efforts to hire a priority student? If YES, indicate which priority group.

☒ Student with disabilities

☒ Aboriginal student

☒ Student who is a member of a visible minority

OR

☐ Not applicable

Recruitment plan to hire the priority student or indicate if you have already identified a priority student

*See Attached*

The tasks and responsibilities of this job support the provision of services in the local community:

☒ to persons with disabilities

☐ to seniors

☒ to newcomers to Canada

☐ related to environmental protection

☒ to Aboriginal peoples

☐ related to crime prevention

☒ to members of a visible minority

☐ related to public health or safety

☐ to persons who are homeless or street-involved

☐ related to cultural development or historical preservation

☒ to other groups with social or employment barriers including literacy and numeracy

OR

☒ to children or youth

☐ not applicable

Does this job support a local priority? ☒ Yes ☐ No

If YES, please indicate which local priority

*See Attached*

CALCULATION OF EMPLOYER'S TOTAL COST INCLUDING CONTRIBUTION REQUESTED

NOTE: Each approved job is intended for one student.

25.	Job title	(a) Number of students requested	(b) Anticipated start date (YYYY/MM/DD)	(c) Number of weeks	(d) Number of hours per week	(e) Total number of hours [(d)x(e)]	(f) Wages		Not-for-profit employers only	(i) Total contribution requested from ESDC [(f)x(i)+j]	(k) Total employer contribution (Wage and MERCs if applicable)
							(g) Hourly wage to be paid to the student	(h) ESDC* hourly wage			
	Leader I	2	2015/06/15	8	40	640	15.06	10.25	1133.48	7693.48	3078.40
	Leader II	1	2015/06/15	8	35	280	15.06	10.25	495.90	3365.90	1346.80
	Leader III	3	2015/06/12	7	35	135	10.25	10.25	885.97	849.72	—
	TOTAL	6	N/A	N/A	N/A	1165	N/A	N/A	2515.35	19479.10	4425.20


\*ESDC = Employment and Social Development Canada

\*\*MERCs = Mandatory Employment Related Costs

If you are a not-for-profit employer, will you require an advance payment to pay the student should your application be approved? ☒ Yes ☐ No

Once completed and submitted, this Canada Summer Jobs application, if approved by Service Canada, will form the agreement between Canada and the organization. The organization will then be subject to the attached Canada Summer Jobs Articles of Agreement. The organization agrees under this agreement to provide the job at the hourly wage rate, for the number of hours per week and the number of weeks described in the Calculation of Approved Canada Summer Jobs Contribution Amount document.

I HAVE READ AND UNDERSTOOD THE APPLICANT GUIDE AND THE ATTACHED CANADA SUMMER JOBS ARTICLES OF AGREEMENT AND I DECLARE THAT THE JOB WOULD NOT BE CREATED WITHOUT THE FINANCIAL ASSISTANCE PROVIDED UNDER A POTENTIAL AGREEMENT.

26. Name of organization's representative (refer to Article 44 of the attached Canada Summer Jobs Articles of Agreement prior to signature)		29. Name of organization's representative (where the organization requires two signatures to enter into a legally binding agreement)	
Name (Print)	ANTONIA BECK	Name (Print)	
Signature		Signature	
27. Position Title	EXECUTIVE DIRECTOR	30. Position Title	
28. Date (YYYY/MM/DD)	2015/01/20	31. Date (YYYY/MM/DD)	

CANADA SUMMER JOBS  
ARTICLES OF AGREEMENT  
BETWEEN

HER MAJESTY THE QUEEN IN RIGHT OF CANADA, as represented by the Minister of Employment and Social Development,  
(hereinafter referred to as "Canada")

AND

The Employer identified as the "Legal Name of Employer" on the attached "Canada Summer Jobs - Application/Agreement"  
(hereinafter referred to as the "Employer")

Hereinafter collectively referred to as "the Parties"

WHEREAS Canada has established the Canada Summer Jobs, a component of the Youth Employment Strategy, under which financial assistance may be provided to Employers to encourage these Employers to hire students to help them in acquiring employment and/or career related skills;

WHEREAS the Employer proposes to hire participant(s) for the Job(s) listed in the "Canada Summer Jobs Application",

AND WHEREAS Canada wishes to make a contribution towards the costs of the Job(s) under the Canada Summer Jobs;

Now, therefore, Canada and the Employer agree as follows:

AGREEMENT

1. The following documents and any amendments relating thereto form the Agreement between Canada and the Employer:
  - (a) these Canada Summer Jobs Articles of Agreement;
  - (b) the document hereto entitled "Canada Summer Jobs - Application/Agreement";
  - (c) the document hereto entitled "Calculation of Approved Canada Summer Jobs Contribution Amount" document.

INTERPRETATION

2. In this Agreement,

"Funding Period" means the period during which the Job is taking place as indicated in the "Calculation of Approved Canada Summer Jobs Contribution Amount" document;

"Job" means a job referred to in the "Calculation of Approved Canada Summer Jobs Contribution Amount" document;

"Project" means the hiring and Job activities as described in the Application/Agreement;

"Mandatory Employment Related Costs" means payments that the Employer is required by law to make in respect of participants including, but not restricted to, those required for employment insurance, Quebec Parental Insurance Plan, Canada Pension Plan, Quebec Pension Plan, vacation pay, workers' compensation, health insurance in Quebec and Ontario (if applicable), Newfoundland and Labrador Health and Post-Secondary Education Tax in Newfoundland and Labrador, and the Manitoba Health and Education Levy in Manitoba;

"Overhead Costs" means such costs, other than wages and Mandatory Employment Related Costs, incurred by the Employer, which are in compliance with the conditions governing eligible costs set out in this Agreement;

"Participant" means an individual who is hired by the Employer for a Job during the period set out in the "Calculation of Approved Canada Summer Jobs Contribution Amount" document and who:

- (a) is between 15 and 30 years of age (inclusive) at the start of employment;
- (b) was registered as a full-time student during the preceding academic year;
- (c) intends to return to school on a full-time basis during the next academic year;
- (d) is a student in a secondary, post-secondary, CEGEP (Quebec only), vocational or technical program;
- (e) is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act\*, and
- (f) is legally entitled to work according to the relevant provincial / territorial legislation and regulations.

\*Foreign students are not eligible.

Words imparting the singular include the plural and vice versa.

CONTRIBUTION

3. Subject to the terms and conditions of this Agreement, Canada will make a contribution to the Employer towards the costs incurred by the Employer as a result of the provision of the Job(s) to the participant(s) of an amount not exceeding the amount indicated in Box 32 of the "Calculation of Approved Canada Summer Jobs Contribution Amount" document.
4. Costs are eligible costs only if they are, in the opinion of Canada, reasonable and directly related to the provisions of the Job(s). Only those costs incurred during the Funding Period are eligible costs. No costs incurred prior to or following the Funding Period are eligible costs.
5. When hiring a participant with a disability, the Employer agrees that Canada's contribution towards special equipment facilities and support necessary for the participation shall not exceed the actual costs.
6. The amount of Canada's contribution in respect of Mandatory Employment Related Costs incurred in respect of each participant shall not exceed the amount that would be payable if the participant's wages were paid at the provincial or territorial adult minimum wage rate.
7. In the event that the hourly wage rate paid by the Employer is less than the hourly wage rate shown in Box 25(g) of the Application/Agreement, Canada may, in its discretion, reduce the amount of its contribution in respect of those costs by such amount as it considers appropriate.
8. Any payment under this Agreement is subject to the appropriation of funds by Parliament for the fiscal year in which the payment is to be made and to the maintenance of current and forecasted funding allocation levels for the initiative named in this Agreement. In the event that Parliament cancels the initiative or reduces the level of funding for any fiscal year in which payment is to be made under the Agreement or in the event Parliament reduces the overall level of funding for the programs of the Department of Employment and Social Development for any fiscal year in which payment is to be made under this Agreement, Canada may terminate the Agreement in accordance with the termination provisions of this Agreement or reduce the amount of its contribution payable under the Agreement in that fiscal year by an amount that it deems advisable.
9. Where, pursuant to section 8, Canada intends to reduce the amount of its contribution under the Agreement, it shall give the Employer not less than 15 days notice of its intention to do so. Where, as a result of reduction in funding, the Employer is unable or unwilling to maintain the Job(s), the Employer may, upon notice to Canada, terminate the Agreement.



# C.U.P.E. LOCAL 379

#102 - 4268 Lozells Avenue, Burnaby, BC, V5A 0C6  
Telephone: 604-257-4700 Fax 604-291-7806 email: cupe379@telus.net



19 December 2014

Human Resources Development of Canada  
Summer Programs

## Re. Summer Day Camp Grants for Community Schools and Neighbourhood Associations.

CUPE Local 379, representing all non-teaching staff within the Burnaby School Board, concurs with the continued hiring of summer students for the summer day camp programs operating through the above mentioned groups.

It is understood that the students hired under this summer program will not be doing bargaining unit work.

We hope funding will be approved to provide summer camping experiences for the Youth of the Community.

Yours truly,

Paul Simpson  
President,  
CUPE Local 379

/nf  
Cope378

## **Canada Summer Jobs 2015 Activity & Job Descriptions**

### **Summer Daycamp Program**

The summer daycamp program run by the Burnaby Neighbourhood is a low-cost summer experience for families living in the South Burnaby area. It provides opportunities for families who could otherwise not afford activities for their children and provides valuable learning opportunities for youth of a variety of backgrounds in our community

South Burnaby is in a culturally diverse area which is situated North of the Fraser River and South of Hwy 1. We continue to have among the highest percentage of families living in poverty in the Lower Mainland, due in part to the large number of newcomers and refugees settling in Burnaby. Social, emotional, language and financial barriers often make it difficult for our families to provide enriching and healthy lifestyle opportunities for their children. The daycamp program is successful in providing a safe, healthy, diverse and affordable recreation opportunity throughout the summer.

The summer daycamp program also provides job opportunities, skills and learning experiences for youth. We have a solid volunteer and Jr. Leader component which further enhances skill building in our community. We have observed that, as a result of the leadership opportunities gained from participating in summer daycamp, our program supervisors, leaders, assistants and volunteers have been successful applicants in more permanent childcare, recreation and teaching positions subsequently offered in the area.

### **Canada Summer Jobs 2015 Priorities**

The priorities identified by Service Canada will be addressed in the following way:

#### **Employer focuses on the provision of services to priority populations:**

As mentioned above, families and individuals in Burnaby face a number of barriers; Burnaby is in the top three BC communities in terms of number of refugees who settle in our community; some neighbourhoods have a child-poverty rate of more than 32%; settlement and language barriers affect many of the families we work with. South Burnaby Neighbourhood House works to provide a range of programs and services that meet the needs of a diverse community. From family resource programs, community kitchens, tax and legal clinics to community gatherings and school-age childcare, programs are accessible to all in the community and we work to eliminate barriers. The summer daycamp program is no exception. The program is offered at a low cost



and families are encouraged to access camperships to assist with fees. Camps are located in schools where families and children are already familiar with the surroundings and a close partnership with school staff allows us to encourage hard-to-reach children to participate. Burnaby Neighbourhood House also works with both Supported Childcare and MCFD to include children with disabilities and support parents with mental health issues. Each camp also incorporates a community gathering component in order to reach out to families and other community members.

#### **Job supports local priorities:**

The positions in our application fit the local priority of community service sector, particularly, daycamps.

#### **Job provides career-related experience or early work experience:**

Many applicants to more senior positions in our daycamp program are students from local post-secondary institutions who are pursuing careers in related fields, such as education, social work, recreation or childcare. Working in the daycamp environment gives them solid experience with programming, group work, working as part of a team and implementing programs. We have worked, and will continue to work with local schools to advertise opportunities for these students. Additionally, connected to our Youth Leadership program for high school students, we offer a progression of early work experiences for youth. From mentored volunteer positions to Jr. Leader paid positions, young people are given opportunities for first job experiences.

#### **Salary offered contributes to the student's income:**

The salary range for our summer positions starts at \$10.25 for high school students experiencing their first paid work experience in this field and \$15.06 starting wage for university or college-level students. We review our salary scale yearly and try to stay within the range of other similar organizations in our sector.

#### **Employer provides supervision and mentoring: the following plan will be implemented for this priority:**

- Orientation and training: Students will spend their first week in training. Topics will include working with children, guidance and discipline, working within an ethnically diverse community, program planning, safety and risk management and working as part of a team.
- Supervision: Students will be supervised by on-site coordinators at all daycamp programs. These coordinators have extensive experience both working with children and supervising staff. As part of supervision, students will be given regular informal

feedback, participate in weekly staff meetings and have two formal evaluation sessions.

- **Mentoring:** This is an important component of BNH training. Starting in volunteer positions in our Youth Leadership program, young people are assigned a mentor and goal-set to achieve both skills and experience. We continue this process with first job experiences for high school students who work with a more mature student partner. After this, they are ready to be a first year leader. Students then have opportunities to gain additional experience working directly under our most senior childcare staff, learning skills such as supervision of staff and volunteers, budgeting and interacting with families.

**Employer is committed to hiring priority students:** Burnaby is home to a wide variety of newcomers; English is not the primary language spoken in 53.5% of homes in our community and 48.6% of our population is visible minority. As such, BNH is committed to year-round hiring practices which help us to reflect the diverse make up of the community. Our plan to hire students who are members of visible minorities and who are aboriginal includes:

- Advertising with local Service Canada & student employment centres
- Liaising with immigrant and aboriginal-serving agencies in our community such as Spirit of the Child, Burnaby Multicultural Society, the Sudanese Association and SUCCESS
- Advertising & liaising with multi-cultural and aboriginal workers in the schools and community

BNH has consistently been able to locate and hire students who reflect the cultural make up of the specific neighbourhoods they work in and will rely on already established contacts and networks to ensure this continues to be a priority.

## **Job Title 1 & 2**

### **Leader I & II**

The Leaders I & II will work with the children & pre-teen participants who register for daycamp. In order to meet the needs of these children, the Leaders I & II, under the supervision of the camp supervisor, will develop a challenging day program which will include active games, creative activities, group building and outings. The students hired in these positions will already have experience working with children and will be looking for an opportunity to expand their skills. Leader I & II staff will be supervised by the on-site coordinator and assistant supervisor and will receive formal evaluations in the middle and end of their terms. Additionally, they will participate in weekly staff meetings to support their learning.

## **Tasks and Responsibilities**

- Plan and implement a quality children's summer program which takes into account the specific developmental needs of the participants and that encourages creativity, responsibility and self-confidence.
- Develop positive mentoring relationships with participants and encourage positive lifestyle choices.
- Be responsible for the safety and care of the children enrolled in the daycamp program.
- Complete a certified 1st Aid course.
- Complete daycamp leader training session.
- Be a positive role model and good representative of the program to both the children and the public.
- Work cooperatively and effectively with, and act as a mentor to Jr. Leaders and volunteers.

#### Job Title 3

#### Leader III

The program leaders will work under the direction of the Program Coordinator and will be paired with a more senior leader to provide the weekly daycamps. They will be involved in planning games, cooking and crafts and providing leadership in these activities. Leader III students will be highschool students who have completed the Burnaby Neighbourhood House Youth Leadership Training and are ready for a 'real' job. The students will work under the direct supervision of a more experienced leader where they will be given the opportunity to develop leadership skills, plan and implement activities, learn to deal with discipline and emergency situations, work within a team setting and learn to be flexible. Leader III staff will be supervised by the on-site coordinator and will receive formal evaluations in the middle and end of their terms. Additionally, they will participate in weekly staff meetings to support their learning. Leader III staff will have the additional support of an assigned Leader I partner who will directly mentor them in this first job experience.

#### Tasks and Responsibilities

- Assist Program supervisor in planning activities and implementing the program.

- Be responsible for the safety and care of the children enrolled in the daycamp program.
- Complete a certified 1st Aid course.
- Complete daycamp leader training session.
- Be a positive role model and good representative of the program to both the children and the public.

#### **Staff Recruitment**

Students who will be in the positions of Assistant Supervisor, Leader I, Leader II and Rec and Read will be post-secondary students. We will recruit students from the following fields: Education, Child and Youth Care Counselling, Recreation Leadership, Early Childhood Education and Development, Community Support Work and Social Work. Students studying in these fields will gain valuable experience in a variety of areas such as: child development, behaviour and classroom management, programming, budgeting and family dynamics. Each of these fields are directly related to summer daycamps because each is about working directly with children and families.

Students will be recruited through a variety of methods such as: student employment offices, local papers, university and college employment centres and local community organizations who work with youth.

#### **Supervision**

Students hired under the Summer Career Placement program will be supervised by staff at the Burnaby Neighbourhood House, according to our organizational chart. Assistant Supervisors will be supported by on-site Coordinators and will assist in the supervision of the remainder of the summer camp staff. Additionally, new staff with very little practical experience will be partnered with more seasoned staff in order for them to learn from this experience. All staff will identify goals that they will want to accomplish for the summer and will meet with supervisors for two formal evaluations of these priorities. Finally, staff teams will meet weekly at their sites to review both the participants and their own experiences. The camps themselves are overseen by our Director of Children's Services who will trouble-shoot any concerns that may arise.

#### **Staff Training**

Students hired this summer will be provided with training that will assist them in their job responsibilities in overall program development, promotion, planning and implementation, supervision and safety of the children in their care. As well, they will receive training for interacting with the parents as required. The Daycamp staff is expected to work in harmony in developing a friendly and welcoming camp atmosphere.

The staff will be provided with an intensive and high quality training which will include the following sessions and information: racism and dealing with the multi-cultural client, leadership styles, working with the child and group, philosophy and purpose of summer programming, creative program planning and implementation, child development and choosing age-appropriate activities, disciplining and setting limits and 1st Aid. The regular staff of the Neighbourhood House is committed to spending time to provide on-going supervision and consultation to the Daycamp staff and to be involved in the training sessions.

The training of the summer staff will encourage and challenge the students to meet their fullest human growth and potential. As positive role models, Neighbourhood House staff will support students to process choices in career directions. The on the job learning will provide many skills that are transferable into day to day life and will assist students in their future labour market participation. Some of these transferable skills include time management, problem solving, communication, and positive interpersonal relationships.

### **Health & Safety**

The South Burnaby Neighbourhood House has policies in place relating to the health and safety of all participants, staff and volunteers. Staff will receive training in First Aid and will review safety policies and procedures. All sites are equipped with first aid kits and staff will be trained in emergency procedures.

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**Summer Program Sites:**

1. Marlborough Elementary School  
6060 Marlborough Ave  
Burnaby, BC, V5H 3L7
2. Maywood Community School  
4567 Imperial St.  
Burnaby, BC, V5J 1B7
3. Stride Avenue Community School  
7014 Stride Ave  
Burnaby, BC, V3N 1T4
4. Clinton Elementary School  
5858 Clinton St.  
Burnaby, BC, V5J 2M3