

## Youth Events Coordinator

Hollyburn Country Club is a private family Club that provides its members with an exclusive hub for activity, sport, dining, entertainment, socialization and business. Located in the beautiful British Properties in West Vancouver.

We pride ourselves on the excellent employee experience that we offer and we are firm believers that everyone should enjoy their work. We offer excellent benefit packages for both full and part time employees, employee engagement initiatives (staff events and games), employee recognition programs and development opportunities.

The Youth Events Coordinator is responsible for overseeing the Club's Youth department, coordinating birthday party bookings, planning camps and programs and organizing youth events. This role is responsible for providing exceptional care and new and exciting experiences for youth of all ages. This role administers policies affecting the enjoyment, safety, and security of members and guests by maintaining club rules, bylaws and general services. The Youth Events Coordinator is responsible for managing the operations of youth and the associated programs. The Youth Events Coordinator organizes, administers and enforces policies and procedures affecting the related departments. This position is also responsible for planning operational budgets, developing and implementing a variety of programs, setting department goals, and providing leadership and guidance to support Childcare and Youth staff.

### Job Snapshot

Employment Type:	Full-time, Salary
Benefits:	Yes*
Department:	Youth and Member Services
Reports to:	Director of Member Services
Location:	Hollyburn Country Club, 950 Cross Creek Road, West Vancouver, BC

### **ROLE RESPONSIBILITIES:**

- Birthday Parties – correspond with parents to plan the parties. Ensure menus are submitted to Catering in a timely manner; communicate with various department to ensure smooth execution. Follow up with parents afterward for feedback.
- Responsible for creating a vision for the school-aged youth, teens and families at Hollyburn Country Club through the collaboration with the Member Services Director and the Childcare and Youth Manager.
- Planning, developing, facilitating and marketing of the programs & specials events for families, children and youth including afterschool programs, events, camps, special activities.
- Maintain current knowledge of local youth recreation trends and activities; Utilize this knowledge to develop new, innovative programs.
- Assist contractors/staff with ordering supplies and materials, including understanding budgets, and overall program and special event components.
- Measuring program success on a quarterly basis.
- The supervision of staff including recruitment, hiring, training, and evaluation.
- Conducting instructor, staff & program evaluations.
- Write articles for the Club magazine, The View.



# Hollyburn Country Club

- Submit complete billing sheets to Accounting in a timely manner.
- Display evidence of the following key characteristics required for optimal delivery of customer service to members, guests, and staff: (1) enthusiasm, (2) teamwork, (3) initiative, (4) adaptability, (5) empathy, and (6) accountability.
- Familiarize with and stay up to date on Club safety policies and procedures.

## ROLE REQUIREMENTS:

- Minimum 2 years experience working in youth supervision
- 2 years of experience in supervisory or management role is preferred
- Must be responsible, patient and passionate about caring for and educating children
- The ability to work independently in the development and delivery of quality Member programs
- Excellent verbal and written skills in English
- First Aid and C.P.R training required.

## STAFF BENEFITS

- Competitive wages & extended health benefits\*
- On-duty staff meals (taxable benefit for full-time and part-time employees only)
- Free on-site parking
- Rewards and recognition programs
- Development and educational opportunities
- Career advancement opportunities
- Seasonal staff team building events & activities
- Exclusive access to *Facebook At Work*®, our new internal communication tool for HCC Staff
- Staff discount in the Sports Boutique

*\*PT and FT staff eligible for benefits after passing 3-month probationary review*

## Sounds like Hollyburn Country Club will be a great fit for you?

Apply today! Please send your cover letter and resume to the Hiring Manager for this role:

Hiring Manager's Name & Position: Jenn Coe, Director of Member Services

Hiring Manager's email address: JCoE@hollyburn.org

*\*No phone calls please. Only shortlisted candidates will be contacted.*

Thank you for your time --- We look forward to hearing from you!

Sincerely,

