

TOWN OF LADYSMITH

POSITION VACANCY - PARKS, RECREATION & CULTURE DEPARTMENT

(Internal/External Competition)

#2017-01

SENIOR LEADER (1 Temporary Position)

Job Title: SENIOR LEADER
(Summer Children's Programs)

Classification: Temporary

Department: Parks, Recreation & Culture

Duties: See attached Job Description

Required Qualifications: See attached Job Description

Rate of Pay: \$17.22 per hour

Hours of Work: 35 hours per week. Position runs up to 12 weeks, from June 5, 2017 to August 25, 2017
Flexible hours including evenings & weekends.

Conditions of Employment: To qualify for this position the candidate should be a student currently attending High School, Community College or University and planning to return to school in the fall.
Automatic wage deposit.

Union: Canadian Union of Public Employees (C.U.P.E.) Local 401

Benefits: As per the Collective Agreement

Reporting To: Child & Youth Program Coordinator

Per CUPE Agreement Article 15.02: "APPLICANTS FOR THIS POSITION SHALL AGREE THAT IN THE EVENT OF A GRIEVANCE REGARDING FILLING OF THIS POSTING, INTERVIEW AND SELECTION DOCUMENTATION SHALL BE RELEASED TO THE UNION".

This job posting will remain open until **4:00 p.m. March 3, 2017**. For further information please contact Sue Glenn, Supervisor – Community Programs and Services at sglenn@ladysmith.ca or 250.245.6426.

Please submit resume and cover letter to:

Karen Cousins
Manager of Human Resources
City Hall
410 Esplanade, PO Box 220
Ladysmith, BC V9G 1A2
hr@ladysmith.ca
Ph: 250.245.6412
Fax: 250.245.6411

Distribution:

G. Ferrero, City Manager
E. Anderson
K. Cousins
C. Postings
B. Gurrie, CUPE 401 President
L. Amy
B. Simpson
S. Glenn
J. LeBlanc
M. Morgan

TITLE: SENIOR LEADER

DEPARTMENT: PARKS, RECREATION & CULTURE

JOB SUMMARY:

Reporting to the Child & Youth Program Coordinator, the Senior Leader will assist in providing summer daycamp / playground opportunities for children and teens and will directly lead and supervise the activities. This position will also be responsible for the safety and well being of all program participants, equipment and facilities and provide direction and supervision of all program participants.

PRIMARY DUTIES & RESPONSIBILITIES:

Under the direct supervision of the Child & Youth Program Coordinator, the Senior Leader will:

- Assist in the planning and promotion of daycamp / playground opportunities for children and teens. Activities may include games, arts and crafts, outdoor activities, out trips, swimming, special events and more;
- Assist in planning and organizing activities for daycamps and playgrounds, including revision of the schedule and updates as necessary;
- Supervise and lead activities for children 5 - 18 years of age;
- Assist in supervision and evaluation of all program staff and volunteers involved in the program;
- Assist in monitoring daily attendance, medical information forms, equipment and supply levels, and note any damages or deficiencies;
- May be requested to assist youth services staff with supervising and leading activities for teens up to 18 years of age; and
- Other duties as assigned.

REQUIRED SKILLS, KNOWLEDGE & ABILITIES:

- Experience working with children, preferably in daycamp / playground settings;
- Educational background in education, recreation or child / youth care;
- Valid First Aid Certificate, CPR-C and Class V driver's licence;
- Ability to safely and effectively supervise children and teens;
- Possess high energy level, enthusiasm, empathy and genuine interest in working with children and teens;
- Knowledge of age appropriate activities;
- Ability to work independently as well as in a team;
- Ability to exercise good judgment;
- Knowledge of behavior management;
- Ability to deal tactfully and effectively with parents, staff members and the general public;
- Outdoor skills will be an asset;
- A team player. Highly collaborative and collegial;
- An open-minded convener of ideas; and
- Stamina, energy, and willingness to commit to quality pro-active results.