

TOWN OF LADYSMITH

POSITION VACANCY - PARKS, RECREATION & CULTURE DEPARTMENT

(Internal/External Competition)

#2017-02

**JUNIOR LEADER
(Up to 2 Temporary Positions)**

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

Classification: Casual / Temporary

Department: Parks, Recreation and Culture

Duties: See attached Job Description

Required Qualifications: See attached Job Description

Rate of Pay: \$12.93 per hour

Hours of Work: 7 – 35 hours per week. Positions run 10 weeks
From June 19, 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 cover letter and resume 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

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TITLE: JUNIOR LEADER

DEPARTMENT: PARKS, RECREATION & CULTURE

JOB SUMMARY:

Reporting to the Child & Youth Program Coordinator, the Junior Leader assists in providing summer daycamp / playground opportunities for children and will directly lead and supervise the activities.

PRIMARY DUTIES & RESPONSIBILITIES:

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

- Supervise and lead activities for children 5 - 13 years of age. Activities may include games, arts and crafts, outdoor activities, out trips, swimming, special events and more;
- Assist in planning and organizing activities for daycamps / playgrounds including revision of the schedule and updates as necessary;
- Assist in the supervision of volunteers involved in the program;
- Assist in monitoring daily attendance, medical information forms, equipment and supply levels, and note any damages or deficiencies;
- Other duties as assigned.

REQUIRED SKILLS, KNOWLEDGE & ABILITIES:

- Possess high energy level, enthusiasm, empathy and genuine interest in working with children;
- Ability to safely and effectively supervise children;
- Some knowledge of age appropriate activities;
- 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;
- Stamina, energy, and willingness to commit to quality pro-active results;
- Increased consideration may be given to those who hold valid first aid and CPR C certification.