

*The Town of Ladysmith provides its employees the opportunity to make a positive and meaningful impact on the daily lives of the public we serve. Are you looking for a dynamic and interesting career? The Town of Ladysmith is seeking a self-motivated professional for our Summer Children's Programs.*

TEMPORARY FULL TIME  
SENIOR LEADER – SUMMER CHILDREN'S PROGRAMS (STUDENT)  
(2 Positions)  
**Internal/External Competition #2024-10**

<b>Department:</b>	Parks, Recreation & Culture
<b>Duties:</b>	See attached Job Description
<b>Required Qualifications:</b>	See attached Job Description
<b>Rate of Pay:</b>	\$19.59 per hour
<b>Hours of Work:</b>	35 hours per week June 26, 2024 – August 28, 2024
<b>Conditions of Employment:</b>	*As this position is funded by a Canada Summer Jobs grant eligible applicants must be between 15 and 30 years of age at the start of employment. *Automatic wage deposit
<b>Union:</b>	Canadian Union of Public Employees (C.U.P.E.) Local 401
<b>Benefits:</b>	As per the Collective Agreement
<b>Reporting To:</b>	Programmer – Recreation & Culture

This job posting will remain open until 4:00 PM March 15, 2024. For further information please contact Andrea Downey at [adowney@ladysmith.ca](mailto:adowney@ladysmith.ca) or 250.245.6414 ext. 6243.

If you are interested in applying for the position, send a detailed resume which notes your qualifications and experience relevant to the job description in a **WORD or PDF** format only to:

Trish McConnell, Manager of Human Resources  
City Hall, 410 Esplanade  
Ladysmith, BC V9G 1A2  
Email: [careers@ladysmith.ca](mailto:careers@ladysmith.ca) ; Ph: 250.245.6412

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."

<b>TITLE:</b>	SENIOR LEADER
<b>DEPARTMENT:</b>	COMMUNITY SERVICES
<b>DIVISION:</b>	PARKS, RECREATION AND CULTURE
<b>CATEGORY:</b>	UNION CUPE LOCAL 401
<b>BAND:</b>	STUDENT SCHEDULE – SENIOR LEADER

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**GENERAL ACCOUNTABILITY**

Reporting to the Programmer, Recreation and Culture, the Senior Leader will assist in providing summer day camp / 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 AND ACCOUNTABILITIES**

- Assist in the planning and promotion of day camp / 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 day camps 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.
- Other related duties as required.

**REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITY**

1. As this position is funded by a Canada Summer Jobs grant incumbents must be between 15 and 30 years of age at the start of employment.
2. Experience working with children, preferably in day camp / playground settings.
3. Educational background in education, recreation or child / youth care.
4. Demonstrated ability to safely and effectively supervise children.
5. Possess high energy level, enthusiasm, empathy and genuine interest in working with children and teens.
6. Knowledge of age appropriate activities.
7. Demonstrated ability to exercise good judgment.
8. Knowledge of behaviour management.
9. Stamina, energy, and willingness to commit to quality pro-active results.
10. Valid standard first aid certification including CPR-C.
11. Valid British Columbia Class 5 driver's licence.
12. Demonstrated initiative without supervision or specific direction; completing tasks by removing barriers and locating necessary resources.
13. Demonstrated ability to communicate effectively in a wide variety of situations applying diplomacy and interpersonal skill to establish and maintain productive relationships.
14. Demonstrated high level of focus on internal and external client service continuously seeking ways to meet and exceed client expectations.
15. Demonstrated ability to work cooperatively within a team and with Town employees, stakeholders and partners to achieve optimal results.
16. Demonstrates valuing diversity