

*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 Recreation Programs.*

CASUAL  
PROGRAM ATTENDANT

(2 Positions)

Internal/External Competition #2026-06

Department:	Parks, Recreation & Culture
Duties/Qualifications:	See attached Job Description
Rate of Pay:	\$20.18 per hour (2025 rate)
Hours of Work:	No guarantee of hours. Parks, Recreation and Culture is a seven-day per week operation and require employees to be available for work weekdays, evenings and weekends
Conditions of Employment:	Automatic wage deposit Applicant must provide proof of legal eligibility to work in Canada
Union:	Canadian Union of Public Employees (C.U.P.E.) Local 401
Benefits:	As per the Collective Agreement
Reporting To:	Programmer – Recreation

This job posting will remain open until filled. For further information please contact Matt Arnett at [marnett@ladysmith.ca](mailto:marnett@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

We would like to thank all who apply, but only those applicants selected for an interview will be acknowledged.

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.

The Town of Ladysmith is committed to diversity and inclusivity in our employment practices. We are an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes.



<b>TITLE:</b>	PROGRAM ATTENDANT
<b>DEPARTMENT:</b>	COMMUNITY
<b>DIVISION:</b>	PARKS, RECREATION & CULTURE
<b>CATEGORY:</b>	UNION CUPE LOCAL 401
<b>BAND:</b>	CUPE Letter of Understanding #6

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**GENERAL ACCOUNTABILITY**

Under the supervision of a Recreation Programmer, the Program Attendant is responsible for facilitating and leading recreational activities while ensuring participant's safety and enjoyment during various recreation programs and facility events. The Program Attendant ensures that participants are acting in accordance with facility rules and that the facility and equipment are in safe, working condition. Attendants may also participate in the activity and perform hosting duties. Dependent on the recreational program or event, the Program Attendant may be required to report to any Recreation Programmer or Supervisor.

**PRIMARY DUTIES AND ACCOUNTABILITIES**

- Arrive prior to start of a session, open and close the facility before and after activity.
- Provide advice, information and assistance related to the activity and facility.
- Set-up / take-down equipment required for activity.
- If directed, monitor entry to ensure participants pay for activity, take attendance and submit attendance and any fees collected to administration office or programmer.
- Leads activities, initiates play and organizes teams if necessary.
- Establish an atmosphere of fair play.
- Be attentive to safety concerns.
- Complete incident, accident or first aid reports as required.
- Maintain a safe and clean work environment.
- Attends professional development training as directed.
- Other related duties as required.

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

1. Completion of grade 10 education and some recent, relevant experience. If less than 16 years of age, parental consent is required.
2. Valid standard 1st aid certification.
3. Valid CPR, level C certification.
4. Satisfactory criminal record check / personal information check (for vulnerable sector).
5. Demonstrated ability to safely and effectively supervise individuals of all ages.
6. Some knowledge of age-appropriate activities.
7. Some knowledge of behaviour management strategies.
8. Knowledge of the rules and ability to give instruction in various sports and other activities.
9. Demonstrated ability to keep accurate records.
10. Demonstrated knowledge of safe work procedures, practices and obligations.
11. Demonstrated initiative with specific direction, completing tasks by removing barriers and locating necessary resources.
12. Demonstrated ability to communicate effectively in a wide variety of situations applying diplomacy and interpersonal skill to establish and maintain productive relationships.
13. Demonstrated high level of focus on internal and external client service continuously seeking ways to meet and exceed expectations.

14. Demonstrated ability to work cooperatively within a team and with Town employees, stakeholders, and partners to achieve optimal results.
15. Demonstrated ability to react to any emergency situation in a competent manner with excellent decision-making abilities.
16. Demonstrates valuing diversity.