

## EMPLOYMENT OPPORTUNITY - SUMMER LEADER I

Applications are now being accepted for **Summer Leader I** positions with Richmond community associations in Parks and Recreation. This person will be reporting to the Summer Coordinator, Childcare Coordinator, Director of Childcare, or Community Facility Coordinator. The Leader I assists in the instruction of program activities on a day to day basis under the direct supervision of the Leader II or Leader III position.

### DUTIES/RESPONSIBILITIES:

- May be required to assist in the organization and implementation of children's activities and special events.
- Lead, interact and build relationships with children in a variety of activities, sports and games.
- Work with volunteers in the provision of activities
- Greet parents at the beginning and end of the day and discuss information in weekly calendars and other written notices.
- Communicate with other staff and volunteers.
- Positive role model for participants.
- Follow facility and/or licensing protocol for programs, emergency situations and out-trips.
- Monitor children in indoor and outdoor activities.
- Ensure attendance procedures are followed.
- Report suspected child abuse, endangerment and neglect to supervisor
- Set up of the program room or space.
- Record information pertaining to children and families in program's communication book.
- Assist with filling out accident and/or incident report forms.
- Clean and maintain room and equipment; assess toys and furnishings on a regular basis and report damaged items to supervisor.
- Other related duties as assigned and may vary according to facility.

### REQUIRED QUALIFICATIONS:

- Completion of Grade 9 and 50 hours of experience working or volunteering with children, or an equivalent combination of training and experience
- BCRPA High Five - Principles of Healthy Child Development Certification
- Emergency Child Care First Aid or Standard First Aid and CPR Level B (or higher)
- Successful candidates will be required to pass a police information check

### RECOMMENDED QUALIFICATIONS:

- AED Training
- Second language
- Coaching and leadership experience
- Training and/or experience with individuals that require extra support

### HOURS OF WORK:

- Up to 35 hours/week for 4-9 weeks
- \$17.40/hour (\$17.85/hour, effective June 1, 2025)

**Application Deadline: Sunday, May 4, 2025 at 11:59 PM.**

Please email your resume and cover letter to [associationcareers@richmond.ca](mailto:associationcareers@richmond.ca)

**Successful candidates may be employed by the following organizations:** West Richmond, Sea Island, Thompson, South Arm, Cambie, City Centre, Hamilton Community Associations, Steveston Community Society, Richmond Nature Park Society. Duties may be carried out in a City-owned facility, however, the City is not the Employer for this position.

Community Associations are inclusive employers committed to employment equity objectives and invites applications from all qualified individuals. Should you be contacted and require some form of accommodation during the interview process, please let us know and we will endeavour to meet your needs to the best of our ability.

The Richmond Summer Committee thanks all applicants in advance for their interest. Only those candidates under further consideration will be contacted. This position is restricted to those legally entitled to work in Canada. This position may be partially funded by the Canada Summer Jobs Grant.

### HIRING TIMELINE:

Candidate Screening	May 5-9, 2025
Candidate Interviews	May 12-18, 2025

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