

## EMPLOYMENT OPPORTUNITY - SUMMER LEADER III

Applications are now being accepted for **Summer Leader III** positions with Richmond community associations in Parks and Recreation. This person reports to the Summer Coordinator or Director of Childcare Services at each facility and is responsible for planning the daily activities and weekly themes for daycamp programs. The Leader III instructs program activities on a day-to-day basis, including supervision of staff and volunteers in the programs.

### DUTIES/RESPONSIBILITIES:

- Plan, implement and evaluate developmentally appropriate activities and special events that address the social, physical, intellectual, creative and emotional needs of the child
- Supervise, instruct, and build relationships with children in a variety of activities, sports and games.
- Create a variety of weekly lesson plans that are creative, flexible and adaptable
- Responsible for direct supervision, leadership and support of the Leader II, Leader I and volunteers.
- Responsible for interviewing, hiring, scheduling and evaluation of program volunteers.
- Communicate with parents and discuss information in weekly calendars and other, written notices and participate in meetings with families as required.
- Be a positive role model and communicate effectively with participants, staff and volunteers.
- Contact with outside agencies for bookings and events.
- Follow facility and/or licensing protocol for programs, emergency situations and out-trips.
- Monitor children in indoor and outdoor activities.
- Ensure the physical and emotional program environment is safe for children.
- Report and document suspected child abuse, endangerment and neglect to supervisor.
- Assist children with changing and toileting as required.
- Ensure attendance procedures are followed.
- Ensure the safety of all individuals participating.
- Assess toys, supplies, and equipment on a regular basis and report concerns to Supervisor.
- Maintain weekly budgets.
- Record information pertaining to children and families in program's communication book.
- Fill out accident and/or incident report forms
- Ensure licensing requirements are met and maintained when offering licensed programs.
- Provide evaluation and feedback to Coordinator and/or Director for program content.
- Support Coordinator and/or Director with promotion of daycamps.
- Other related duties as assigned and may vary according to facility.

### REQUIRED QUALIFICATIONS:

- Grade 12 plus 650+ hours of supervisor and working experience with children, or an equivalent combination of education 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:

- Experience working with children that require extra support
- Class 4 Driver's license
- Second language
- Experience with cultural diversity
- FoodSafe certificate
- Coaching and leadership experience
- 20 hours of related childcare courses/workshops

### HOURS OF WORK:

- Up to 35 hours/week for 8-14 weeks
- \$22.89-25.77/hour

**Application deadline: Sunday, April 6, 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	April 7-11, 2025
Candidate Interviews	April 14-23, 2025

Document Number: 6145360  
6145360



Version: 4

