

JOB SUMMARY OF 2009 SEASONAL POSITIONS

Recreation Leader Positions**

Wage: \$18.49/hour as per CUPE Local 401 collective agreement (2009 rate).

Recreation Leaders are responsible to plan, implement and supervise full or half day recreation programs.

All positions require work experience in a recreational environment, current first aid and CPR certificates (minimum Emergency First Aid), and an unrestricted class IV driver's licence.

See complete Recreation Leader job description for more information.

LIT/Quest Leader: Working with youth ages 12-18 years. Experience working with youth is required. Estimated 35 hours of work per week for 16 weeks.

Special Needs Daycamp Leader: Working with children and youth ages 6-18 with special needs. Experience working with people with special needs is required. Estimated 20-35 hours of work per week for 16 weeks.

Daycamp Leader: Working with children and youth ages 5-18 years. Camps include: Camp Holiday, Camp Seaside, Camp Kaleidoscope, Girls Get Active Camp, Jr LIT Leader, Sports Camp and Camp Wild. Experience working with children is required. Rec. Leaders must accompany children in the water when swimming. Estimated 20-40 hours of work per week for 7-9 weeks.

Playground Leader: Working with children ages 5-14 years. Experience working with children is required. Estimated 20-30 hours of work per week for 8 weeks.

Tennis Camp Leader: Plan, implement and supervise recreational tennis programs for children and youth ages 8-13 years. Must have very strong tennis skills. Experience working with children is required. Estimated 28 hours of work per week for 9 weeks.

Recreation Helper Positions**

Wage: \$15.14/hour as per CUPE Local 401 collective agreement (2009 rate).

Recreation Helpers report directly to the Recreation Coordinator or Recreation Leader.

All positions require work or volunteer experience in a recreational environment and current first aid and CPR certificates (minimum Emergency First Aid). An unrestricted class IV driver's licence is desirable.

See complete Recreation Helper job description for more information.

Daycamp: Working with children ages 5-12 years. Camp opportunities include: Camp Holiday, Camp Seaside, Camp Kaleidoscope, Girls Get Active Camp, Sports Camp, Tennis Camp, Camp Wild, Camp Sunation and Special Needs Integration Worker. Rec. Helpers must accompany children in the water when swimming. Experience working with children is desirable. Estimated 20-40 hours of work per week for 4-10 weeks.

Contract Positions**

These are non-union positions - wages vary for each position

Junior Leader: *Daycamps, Playgrounds, Special Needs Daycamp:* Assist Recreation Leaders and Recreation Helpers in the implementation and supervision of recreational programs for children and youth ages 5-18 years. Skill in the areas of arts and crafts, sports, games, music and drama are desirable. Estimated 20-30 hours of work per week for 2-6 weeks at \$9.50/hour. Seven to twelve positions available depending on program registration.

** Hours of work per week for all positions are subject to change depending on program registration.**

2009 SUMMER EMPLOYMENT APPLICATION FORM



(Please Attach Resume)

Questions? Call Human Resources Department at 755-4406 or Parks Recreation and Culture at 756-5217.

The Human Rights Code prohibits discrimination in employment practice because of race, colour, religion, sex, age, national origin or marital status. The information on this form is collected under the program mandate for the Human Resources Department. The information provided will be used to process your application for employment. If you have any questions about the collection and use of this information, contact Terry Hartley, Director of Human Resources, 250 755-4427.

Application Deadline 8:30pm Monday, March 23, 2009

Last Name	First Name & Initial	Main Contact Phone #
Address		Alternate Phone #
City & Postal Code	E mail address	

Position Applied For: (Check all that apply)

LIT/Quest Leader Special Needs Leader Daycamp Leader
 Playground Leader Tennis Camp Leader Sport Camp Leader Jr LIT Leader Jr. Leader
 Daycamp Helper (Daycamp, Sports camp, Special Needs)

Would you like to be considered for other positions you are qualified for? Yes _____ No _____

Education & Other Qualifications:

Are you: <input type="checkbox"/> 0-15 yrs <input type="checkbox"/> 16-18 yrs <input type="checkbox"/> 19-65 yrs <input type="checkbox"/> Are you legally authorized to work in Canada?			
Education (highest level completed):		Enrolled 2008/09? Yes ___ No ___ Returning 2009/10? Yes ___ No ___	
First Aid/CPR Level Certification:		Expiry Date: _____	
Valid Drivers License Held: Class 5 ___ L ___ N ___	Unrestricted Class 4 BC drivers license Yes <input type="checkbox"/> No <input type="checkbox"/> In progress <input type="checkbox"/>	A copy of your Driver's Abstract & First Aid Certificate, will be needed if you are granted an interview	

List other Certificates or Skills and Qualifications (sport, arts, culture, technical or coaching) :

- _____
- _____
- _____

Volunteer Experience (LIT / Quest, special events, school, sport groups, music etc.)

- Title: _____ Duration: _____
- Title: _____ Duration: _____
- Title: _____ Duration: _____

Employment Experience Overview (please attach expanded resume and certifications)

Work Experience in a recreation setting	Title: _____ Duties: _____ _____ Start & End Dates: _____	
	Title: _____ Duties: _____ _____ Start & End Dates: _____	
Other work experience:	Title: _____ Duties: _____ _____ Start & End Dates: _____	
References name and phone number		
1. _____		
2. _____		
I consent to the City of Nanaimo conducting past work performance and reference checks. I understand that this information will be used to determine eligibility. Yes <input type="checkbox"/> No <input type="checkbox"/>		

Notes:

1. Applicants must be available for interviews April 7th to 9th , 2009
 * *Interview dates may vary for certain positions.*
2. Applicants for **JR leader positions** must be available for interviews May 12th to 14th , 2009
3. Successful applicants must be available for training from 3:30-8pm on Monday, June 1st, 2009
4. We regret that we are only able to contact short listed applicants.
5. **All summer employment is dependent upon program registration numbers.**
 Where possible, positions will be combined to maximize number of hours of employment.

All the information that I have given in this application is true and correct. I understand that any false statement given could result in dismissal or prohibit employment.

Date: _____ **Applicant's Signature:** _____

Application Deadline is 8:30pm, Monday, March 23rd, 2009.

**any late applications will be kept on file*

Please **DROP OFF, MAIL, FAX (250-758-8761)** completed application package including resume to

**Beban Park Recreation Centre Administration
 2300 Bowen Road, Nanaimo B.C. V9T 3K7**

Recreation Leader (Casual) Parks, Recreation and Culture

Jan. 1994

JOB SUMMARY: Under the supervision of a Recreation Coordinator, this is leadership work that involves helping to promote, plan and supervise a variety of recreational pursuits. The emphasis is on providing seasonal programs for participants of all ages. The programs are carried out at various playgrounds, school yards, parks and facilities. This position requires adapting to established methods and involves a choice of procedures.

DUTIES:

Assists in planning, initiating, demonstrating and supervising a variety of recreational activities to accommodate groups of various ages.

2. Assists in organizing the necessary supplies and equipment including alternate arrangements to accommodate different levels of interest and ability and changing weather conditions.

Assists supervising the upkeep and storage of equipment used at the respective playground, neighborhood activity centre or allied facility.

Assists in preparing and submitting records and reports as required including equipment recommendations.

Transports program participants as required.

Periodically assumes some supervisory responsibilities.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

Skills in leadership, oral and written communication and the ability to work effectively and tactfully with staff, volunteers, and the public.

Ability to plan, organize, schedule a variety of recreational pursuits suitable for groups of various sizes and participants of various ages.

Interest in recreation and/or community service as demonstrated by volunteer work, participation or previous employment.

Ability to communicate with courtesy and tact in explaining, exchanging data or information.

REQUIRED TRAINING AND EXPERIENCE:

Completion of Grade 12.

Experience in a recreational environment.

Possession of a recognized First Aid Certificate & CPR. A valid Class 4 British Columbia Driver's Licence is required.

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

Recreation Helper (Casual) Parks, Recreation and Culture

Jan. 1994

JOB SUMMARY: Under the supervision of a Recreation Coordinator or Recreation Leader, this work is associated with recreational programs offered at various locations throughout the City. It is largely routine but will vary according to the types of programs offered, the ages of the participants, the facility and the particular requirements of the supervisor. This position requires the application of established methods or procedures.

DUTIES:

Assists with planning, promoting and program operation of a variety of recreational pursuits as required by the supervisor.

2. Provides leadership to program participants.
3. Assists in preparing and submitting records and reports.
4. Assists with the upkeep and storage of equipment.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

Ability to learn routine departmental procedures and to perform assigned tasks in accordance with established practices.

Ability to comprehend and carry out written and oral instructions.

Ability to communicate with courtesy and tact in obtaining and/or handing out data or information.

REQUIRED TRAINING AND EXPERIENCE:

Completion of Grade 10.

Interest in recreation and/or community service as demonstrated by volunteer work, participation or previous employment.

Possession of a valid Class 4 Drivers Licence is desirable.

Possession of valid First Aid and CPR Certificates.

N.B.: This description contains the elements necessary for the identification and evaluation of the job. It is not an exhaustive list of the duties to be performed. Duties not listed should not affect the evaluation.

Jr. Leader Overview Parks, Recreation and Culture

Coordinator in Charge: Cheryl Krytor 250-760-1141

Job Description:

Junior Leader: *Daycamps, Playgrounds, Special Needs Daycamp*

Duties:

Assist Recreation Leaders and Recreation Helpers in the implementation and supervision of recreational programs for children and youth ages 5 - 18 years. Skill in the areas of arts and crafts, sports, games, music and drama are desirable.

Daily - Implement games, arts & crafts
 Supervise children & youth
 Assist Leaders and Helpers

Rate of Pay:

Estimated 20 - 30 hours of work per week for 2 - 6 weeks at \$9.50/hour. Seven to twelve positions available depending on program registration. Work is available in various locations in Parks, Recreation and Culture programs.