



JOB SUMMARY OF 2019 SEASONAL POSITIONS SCHEDULE C

Prior to applying for one of these seasonal positions, please review the following carefully:

- All applicants are encouraged to submit a detailed resume.
- Recreation Leader II and III applicants **MUST** include a copy of first aid certificate or clearly indicate if you have registered for an upcoming course.
- Camps operate from July 2 to August 30, 2019.
- Attendance will be mandatory at a training session scheduled on Sunday, June 16 from 12:00 pm to 4:00 pm.
- Attendance will also be required at two additional training sessions (June 17 or 18 and June 24 or 25) from 5:00 pm to 9:00 pm.
- Successful applicants may also be considered to work in our Winter Break (Frosty Frolic) and Spring Break (Camp Firefly, Camp Action and Treefrog) Day Camps.

Recreation Leader III

- **Wage: \$22.42/hour as per CUPE Local 401 Collective Agreement.**
- **Responsible to plan, implement and supervise full or half day recreation programs.**
- **See job description for minimum qualifications for this position.**
- **All positions require work experience in a recreational environment and valid Emergency or Standard First Aid and CPR “C” or “B” certificates.**

LIT/Quest: Working with youth ages 12-18 years. Experience working with youth is required. Estimated 35 hours of work per week for 16 weeks. Valid BC Class 5 Driver’s Licence required.

Special Needs Day Camp (Camp Sunation): Working with children and youth ages 6-18 years with special needs. Experience working with people with special needs and a **BC Class 4 unrestricted Driver’s Licence** is required. Estimated 20-40 hours of work per week for 17 weeks.

Day Camps: Working with children and youth ages 5-15 years. Camps include: Camp Holiday, Girls Get Active Camp, Jr LIT Camp, Adventure Sports Camp, Bowen Explorers Camp and Camp Wild. Experience working with children is required. Must accompany children in the water when swimming. Estimated 40 hours of work per week for 7-10 weeks.

Playgrounds: Working with children ages 5-12 years. Experience working with children is required. Estimated 32 hours of work per week for 8 weeks.

Tennis Camp: 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 40 hours of work per week for 8 weeks.

Early Years Camp (Camp Treefrog): Working with children ages 3-5 years. Experience working with pre-school age children is required. Estimated 10-15 hours per week for 8 weeks.



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Recreation Leader II

- **Wage: \$18.35/hour as per CUPE Local 401 Collective Agreement.**
- **Reports directly to the Recreation Coordinator or Recreation Leader III.**
- **All positions require work experience in a recreational environment and valid Emergency or Standard First Aid and CPR “C” or “B” certificates.**
- **A BC Class 4 unrestricted Driver’s Licence is desirable (for Special Needs Camp (Camp Sunstation) only). See job description for minimum qualifications for this position.**

Day Camps & Playgrounds: Working with children ages 5-12 years. Camp opportunities include: Camp Holiday, Girls Get Active Camp, Adventure Sports Camp, Bowen Explorers Camp, Camp Wild, Playgrounds, and Camp Sunstation. Must accompany children in the water when swimming. Experience working with children is required. Estimated 30-40 hours of work per week for 8-9 weeks.

Early Years Camp (Camp Treefrog): Working with children ages 3-5 years. Experience working with pre-school age children is required. Estimated 10-15 hours per week for 8 weeks.

Recreation Leader I

- **Wage: \$12.65/hour as per CUPE Local 401 Collective Agreement.**
- **See job description for minimum qualifications for this position.**

Day Camps, Playgrounds & Special Needs Day Camp: Assist in the implementation and supervision of recreational programs for children and youth ages 5-18 years. Skills in the area of arts and crafts, sports, games, music and drama are desirable. Estimated 20-40 hours of work per week for 4-8 weeks.

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



JOB DESCRIPTION

TITLE: RECREATION LEADER I

DEPARTMENT: Parks and Recreation

LEVEL: Schedule "C"

Job Desc. Last Updated: Feb 2015

JOB SUMMARY

Under the supervision of senior recreation staff the incumbent assists in the implementation and supervision of recreational programs for children and youth ages 5 – 18 years. The programs are carried out at various playgrounds, community centres, school yards and parks. Work is largely routine but will vary according to the types of programs offered, the ages of the participants and the facility.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Implements and demonstrates age appropriate games, arts and crafts.
2. Ensures a safe environment for program participants.
3. Assists with supervision of program participants and volunteers.
4. Assists senior leaders in planning activities.
5. Assists with upkeep and storage of equipment and supplies.
6. Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

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

Ability to comprehend and carry out oral and written instructions.

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

MINIMUM TRAINING AND EXPERIENCE REQUIRED

Applicants must be a minimum of 16 years of age.

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

First aid and CPR training is preferred.

Satisfactory Criminal Record Check.

GENERAL STANDARDS

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health and Safety (OHS) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Must be in good health and have sufficient physical strength and agility to perform required work activities of this position.

Contributes in maintaining a respectful, safe and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity and fairness.

Takes responsibility for reducing energy consumption within the scope of the job duties.

Adheres to City policies and objectives.

SIGNATURE

I have reviewed this job description.

Employee's Name Employee's Signature Date



JOB DESCRIPTION

TITLE: RECREATION LEADER II

DEPARTMENT: Parks and Recreation

LEVEL: Schedule "C"

Job Desc. Last Updated: Jan 2018

JOB SUMMARY

Under the supervision of senior recreation staff the duties are associated with recreational programs offered at various locations throughout the City. Work 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 senior staff.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Assists senior recreation staff with planning, promoting and program operation of a variety of recreational activities and programs.
2. Provides leadership to and supervision of program participants and volunteers.
3. Prepares and submits records and reports as required.
4. Ensures the proper upkeep and storage of equipment.
5. Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

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.

May require specific experience in specialty areas depending on program assignment (ie: working with people with special needs).

MINIMUM TRAINING AND EXPERIENCE REQUIRED

Applicants must be a minimum of 16 years of age.

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

Minimum 2 months' experience in a leadership role.

Possession of a valid Emergency or Standard First Aid and CPR 'C' or 'B' certificate from Red Cross or St. John Ambulance. On line certifications will not be accepted.

Satisfactory Criminal Record Check.

GENERAL STANDARDS

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health and Safety (OHS) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Must be in good health and have sufficient physical strength and agility to perform required work activities of this position.

Contributes in maintaining a respectful, safe and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity and fairness.

Takes responsibility for reducing energy consumption within the scope of the job duties.

Adheres to City policies and objectives.

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Employee's Name	Employee's Signature	Date
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JOB DESCRIPTION

TITLE: Recreation Leader III

DEPARTMENT: Parks and Recreation

LEVEL: Schedule "C"

Job Desc. Last Updated: February 2015

JOB SUMMARY

Under the supervision of a Recreation Coordinator, the incumbent will provide leadership that involves assisting Recreation Coordinators to promote, plan, implement, supervise and evaluate a variety of recreational pursuits. The emphasis is on providing seasonal programs for participants of all ages and abilities. The programs are carried out at various playgrounds, community centres, school yards, and parks.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Assists recreation staff with planning, initiating, demonstrating, supervising and evaluating a variety of recreational activities to accommodate groups of various ages and abilities.
2. Assists in organizing the necessary supplies and equipment including alternate arrangements to accommodate different levels of interest and ability and changing weather conditions.
3. Ensures the proper upkeep and storage of equipment and program supplies used within the program and at the respective locations the program visits. Maintains an inventory of required supplies.
4. Prepares and submits records and reports as required including recommendations on equipment and program procedures and best practices, and maintains program participant records.
6. Provides leadership and supervision to program staff and volunteers.
7. Ensures the program meets prescribed budget requirements and is accountable for weekly petty cash advances and completing the corresponding cash report.
8. Provides excellent customer service.
9. Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Demonstrated skills in leadership, specifically with children.

Good oral and written communication.

Ability to work effectively and tactfully with staff, volunteers, community organizations and the public.

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

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

MINIMUM TRAINING AND EXPERIENCE REQUIRED

Completion of Grade 12.

1 year experience in instruction and planning of programs in a recreational environment, including experience as per the following:

- For Program Leaders assigned to Daycamps and Playgrounds, emphasis of experience must be working with children (ages 5 to 12).
- For Program Leaders assigned to Leaders in Training/Quest, emphasis of experience must be working with children (ages 12 to 18).
- For Program Leaders assigned to programs for people special needs, emphasis of experience must be working with children with special needs (ages 5 to 18).

3 months' supervisory experience.

REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS

Possession of a valid BC Class 4 unrestricted Driver's License is required (if assigned to a program requiring operation of a passenger bus).

Possession of a valid BC Class 5 Drivers License is required with access to private transportation (if assigned to Leaders in Training/Quest program).

Possession of valid Emergency or Standard First Aid and CPR "C" or "B" certificate from Red Cross or St. John Ambulance. Online certifications will not be accepted.

Satisfactory Criminal Record Check.

GENERAL STANDARDS

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health and Safety (OHS) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes in maintaining a respectful, safe and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity and fairness.

Takes responsibility for reducing energy consumption within the scope of the job duties.

Adheres to City policies and objectives.

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