



## EMPLOYMENT OPPORTUNITY – PRESCHOOL SUMMER CAMP LEAD

South Arm Community Association is now accepting applications for the Preschool Summer Camp Lead (Preschool Instructor 2). Reporting to the Preschool Coordinator, Community Facilities Coordinator or Director of Child Care Services, assists with the development and implementation of a comprehensive community-based preschool summer camp program for ages 3-5 years. The position is for August: August 4 until August 28, 2026.

### Roles and Responsibilities:

- Plan, implement, organize and lead preschool activities
- Assist with the implementation of a comprehensive community-based preschool program with a focus on emergent curriculum for ages 3-5
- Provide daily direction to camp volunteers
- Attend to children's physical needs, which may include toileting and eating
- Communicate issues and concerns with the Preschool Coordinator
- Monitor children in indoor and outdoor activities and conduct activities with children on an individual and group basis
- Ensure classroom safety as outlined by Childcare Licensing requirements, Health, Medical & Safety regulations; follow proper Centre protocol
- Administer medications as required in accordance with established policy
- Keep program facilities and equipment safe and clean, reporting any repairs and concerns to the Preschool Coordinator
- Daily Playground checks for safety
- Plan and organize classroom layout
- Responsible for making daily entries in the communication book
- Responsible for filling out accident report forms and licensing reports
- Knowledge and understanding of Duty to Report
- Other related duties as assigned by the Preschool Coordinator

### Required Qualifications:

Grade 12 plus an Early Childhood Education Certificate and two years' experience or an equivalent combination of education and experience.

### Licensing requirements prior to start date:

Standard, Childsafe B or C, or Emergency First Aid including CPR C  
19+yrs of age

Immunization records  
Police Information Check and Ministry Criminal Record  
Check

### Desirable Qualifications:

Post basic ECE training (Special Needs and/or  
Infant/Toddler)  
Reggio workshops  
Montessori certificate

2<sup>nd</sup> language  
Sign language  
Leadership experience  
Strong and effective Communicator

Music background  
Foodsafe

### Hours of Work and Remuneration:

- Approximately 25 hours per week until (Monday-Friday, shifts of 8:30am-1:30pm) with some additional prep time before camp start date
- Please note the above approximates a typical work schedule and is subject to flexibility based on operational needs
- \$26.80 per hour plus ECE WE (\$6.00 per hour) (wages as of September 1, 2024) + 4% in lieu of vacation

Interested candidates may apply for this position by sending a **cover letter and resume** to:  
Beth Hume - South Arm Community Centre  
8880 Williams Rd.  
Richmond, B.C. V7A 1G6  
Email: [BHume@richmond.ca](mailto:BHume@richmond.ca)

**Deadline for receiving applications is Thursday, June 4th**

The South Arm Community Association thanks all applicants in advance for their interest.  
Only those candidates under further consideration will be contacted.