



**EMPLOYMENT OPPORTUNITY**  
**South Arm Community Association**  
**SUMMER LEADER III – OUTREACH PROGRAMS**

South Arm Community Association is accepting applications for the position of Leader III – Outreach Programs. This is a supervisory position involving the delivery of inclusive, safe, and well-managed outreach programs for children in various neighbourhood parks or residential settings within the South Arm area. *This position may be funded by Canada Summer Jobs.*

**DUTIES AND RESPONSIBILITIES**

- Leads and organizes all physical activities, games, and crafts for children
- Assists in the planning, promotion, and implementation of park programs
- Assists in training and supervision of volunteers
- Communicates with parents and participants
- Maintains assigned budget and petty cash
- Keeps inventory of equipment and supplies
- Facilitates program and volunteer evaluations
- Special event support
- Customer Service

**JOB REQUIREMENTS**

- Grade 12 plus 650+ hours of supervisor and working experience with children, or an equivalent combination of education and experience.
- Emergency Child Care First Aid or Standard First Aid and CPR Level B
- Previous experience working or volunteering with special events or an equivalent combination of training and experience
- Class 5 driver's license. Successful candidates will be required to provide their own transportation to the various locations.
- Successful candidates will be required to complete a Police Information Check.

**RECOMMENDED QUALIFICATIONS**

- Experience working with children that require extra support
- Second language
- Experience with cultural diversity
- Coaching and Leadership experience
- 20 hours of related childcare courses/workshops

**REMUNERATION**

- 30 hours per week (*9 week employment, commencing last week of June*)
- Wage: \$22.56/per hour

**How to Apply:**

Please drop off or email resume and cover letter to:

**South Arm Community Centre**  
**8880 Williams Road Richmond, BC**  
**Attention: Joey Ng**  
**[southarm@richmond.ca](mailto:southarm@richmond.ca)**

Deadline for submitting applications is **Thursday, June 13 2024 at 5pm.**