

EMPLOYMENT OPPORTUNITY - SUMMER LEADER II

Applications are now being accepted for **Summer Leader II** positions with Richmond community associations in Parks and Recreation. This person reports to the Summer Coordinator, Childcare Coordinator or Director of Childcare Services, and assists in planning the activities for daycamp programs. The Leader II instructs program activities on a day to day basis, and may be required to assist in the supervision of staff and volunteers.

DUTIES/RESPONSIBILITIES:

- Assist in planning, implementing and evaluating age appropriate activities and special events.
- Assist with supervision and leadership of the Leader I and 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.
- 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.
- Ensure appropriate set up, take down and maintenance of program room and space.
- Record information pertaining to children and families in program's communication book
- Fill out accident and/or incident report forms.
- Provide evaluation and feedback to Supervisor regarding program content.
- Other related duties as assigned and may vary according to facility.

REQUIRED QUALIFICATIONS:

- Grade 11 plus 200+ hours of experience working 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:

- Supervisory experience
- Experience working with children that require extra support
- Class 4 driver's license
- Second language
- Experience with cultural diversity
- Completion of a challenging behaviours course
- Coaching and leadership experience
- 20 hours of related childcare courses/workshops
- AED Training

HOURS OF WORK:

- Up to 35 hours/week for 6-14 weeks
- \$19.56-22.01/hour (based on experience)

Application Deadline: Sunday, April 20, 2025 at 11:59 PM.
Please email your resume and cover letter to 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 22-25, 2025
Candidate Interviews	April 28-May 9, 2025

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