

## AUXILIARY INSTRUCTOR LEADERS

The City of Campbell River is seeking energetic, positive, enthusiastic, people to work in a variety of our children and youth programs.

The successful candidates will provide leadership and supervision for children and youth in a variety of programs, as well as planning, implementing and evaluating programs.

The successful candidates will possess at least one (1) year recent experience leading and instructing children and/or youth and have taken related courses in child development and recreation services, as well as emergency First Aid and Child CPR. The successful candidate must also produce a recent and clear Criminal Records (Vulnerability) Check.

The current rate of pay for these auxiliary positions is \$19.36 per hour and hours will vary depending on program availability and registration.

Please see the attached pages for a detailed job description.

Interested applicants are requested to send their resume AND covering letter to:



Human Resources Department  
City of Campbell River  
301 St. Ann's Road  
Campbell River BC V9W 4C7  
Fax: (250) 286-5760  
Email: [careers@campbellriver.ca](mailto:careers@campbellriver.ca)

**This posting will remain open until the auxiliary pool is filled.**

We thank all applicants for their interest; however, only those short listed for interviews will be contacted.

## INSTRUCTOR/LEADER

**Approval Date:** February 2016 **Department:** Recreation & Culture

IAFF

CUPE

Management

**Title of Management Supervisor:** Recreation & Culture Supervisor

### **General Accountability:**

#### **Purpose and Scope**

- Reports to the Recreation and Culture Supervisor and takes direction from Program Coordinators, Programmers and/or Supervisors.
- Provides leadership and ensures integration, safety and all aspects of care for participants.

### **Nature and Scope of Work**

- Working with a group, plan, implement and evaluate a range of activities and events with young children (5 & under), children (6-11yrs) and/or youth (12-18yrs).
- Lead a variety of recreational activities.
- Participate in meetings, and leadership and teambuilding activities as needed.
- Work cooperatively with other program staff and program partners to promote inclusion.
- Implement the Leaders-in-Training volunteer program.
- Ensure safety and care of all participants.
- Ensure ongoing communication with parents, program partners and supervisor.
- Ensure equipment and facilities are used in a safe and proper manner.
- Complies with guidelines and procedures required for this program.
- Other duties as may be required.

### **Necessary Qualifications**

#### **Knowledge:**

- Clear understanding of the goals and objectives of recreation and inclusion.
- Clear understanding of community development approach to recreation programming.
- Good knowledge of developmental characteristics of children (5 & under), children (6-11yrs) and/or youth (12-18yrs).
- Good knowledge of age appropriate games, sports and crafts.
- Good understanding of volunteer mentorship.

#### **Skills:**

- Effective communication and problem solving skills.
- Effective teambuilding skills.
- Experience participating or leading indoor and outdoor recreation activities.

#### **Abilities:**

- Ability to supervise groups of children (5 & under), children (6-11yrs) and/or youth (12-18yrs) at all levels of child development.
- Ability to positively manage children's behavior.
- Ability to provide opportunity for play, mastery, friendship and participation during program.
- Ability to work with minimal supervision.
- Ability to work within and contribute to a proactive team environment.

## **Employment Opportunity – Instructor/Leader**

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- Ability and willingness to contribute to maintaining a respectful, safe and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity and fairness.
- Ability to successfully attain and maintain a clear criminal record check.

### **Education:**

- Related courses or certification in Recreation Services (ie. NCCP, Red Cross Leadership, Leadership Training).
- Related courses in Child Development, Community Development

### **Training/Certification:**

- Occupational First Aid Level 1 (or equivalent) and Child CPR.

### **Experience:**

- Minimum one (1) year experience leading and/or instructing groups of children (5 & under), children (6-11yrs) and/or youth (12-18yrs) within the last 5 years.
- Previous experience in recreation services.

### **Preferred Criteria**

- Valid Class 4 or 5 Driver's License (required for some programs).
- Must produce and maintain a clear driver's abstract.
- Related courses or certifications in Natural Sciences/Biology.
- Lifeguard Qualifications (NLS).
- Food Safe.
- Post secondary education (ie. Natural Sciences/Biology, Recreation, Education, Social Work, Child & Youth Care, Human Service Worker).
- HIGH FIVE: Principles of Healthy Child Development.

### **Unusual Working Conditions**

- Some evenings and split shifts required.
- Some programs operate outdoors under all weather conditions.