

SUMMER RECREATION PROGRAMS (Instructor Leaders & Recreation Aids)

The City of Campbell River is seeking exceptional staff to deliver recreation summer programming for groups of children and youth.

The successful applicants must have the following:

- courses in Recreation Services and Child Development.
- Occupational First Aid Level 1 and Child CPR.
- a current clear criminal record check.
- minimum one (1) year experience leading and/or instructing groups of children and/or youth within the last five (5) years.

The current hourly rate of pay for this CUPE bargaining unit position is \$19.55.

Please see the attached documents for detailed job descriptions.

Our summer camps vary from 1 to 7 week programs ending no later than August 24th. The successful candidates will also be required to attend training week that runs July 3rd to 6th.

If you have the skills we are looking for, you wish to work in a friendly, goal oriented department, and you want to live, work and play in a great community, apply now!

Please send your resume AND covering letter, quoting **AUX-18-Summer**, indicating which position(s) you are applying for, 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

Review of applications will commence **immediately**. You are encouraged to submit your application as soon as possible for full consideration; however, the competition will remain open until all positions are filled.

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



Employment Opportunity

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.



Employment Opportunity

INSTRUCTOR/LEADER (Recreation Aide)

Approval Date: March 2017	Department: Recreation & Culture	
<input type="checkbox"/> IAFF	<input checked="" type="checkbox"/> CUPE	<input type="checkbox"/> 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

- Attend to the emotional, physical and hygiene needs of one to three children (6-11yrs) and/or youth (12 -18 yrs) that are developmentally and/or physically challenged.
- Ensure effective inclusion of participants with special needs in recreation activities with typical children/youth.
- Working with a group, plan, implement and evaluate a range of activities and events with children and/or youth.
- Participate in home and /or school visits.
- 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 (6-11yrs) and youth (12 -18 yrs).
- 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 lift and transfer children/youth with physical challenges
- Ability to supervise groups of children (6-11yrs) and youth (12 -18 yrs) that are developmentally and

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physically challenged.

- Ability to positively supervise children, children (6-11yrs) and youth (12 -18 yrs) who are living with developmental and physical challenges.
- Ability to provide opportunity for play, mastery, friendship and participation during program for youth that live with a disability.
- Ability to work with minimal supervision.
- Ability to work within and contribute to a proactive team environment.
- 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 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 (6-11yrs) and/or youth (12 -18 yrs) within the last 5 years.
- Experience working with children (6-11yrs) and/or youth (12-18yrs) that live with a disability.
- 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.
- NLS Certification (Lifeguarding).
- Foodsafe.
- Post secondary education (ie. Recreation, Education, Social Work, Child & Youth Care, Human Service Worker).
- HIGH 5 Principles of Healthy Child Development Certification.

Unusual Working Conditions

- Hours will vary depending on activities planned. Some overnight trips.
- Program operates outdoors under all weather conditions.