



# Employment Opportunity

## Play in the Park Program Assistant (3 positions)

### *Parks & Environmental Services – Panorama Recreation*

Competition	<b>19/081</b>
Status	<b>Auxiliary</b>
Hours of Work	<b>Up to 40 hours bi-weekly</b>
Rate of Pay	<b>\$16.74 per hour plus 14% in lieu of benefits</b>
Accepting Applications Until	<b>Screening will begin April 15<sup>th</sup>; competition will remain open until successful candidate is found</b>
Notes	Position subject to program registration and grant funding. Term position, anticipated July 2 – August 30, 2019; mandatory training through June)



### **Summary**

Under the supervision of the Community Recreation Coordinator, the Assistant Program Leader will set up and deliver the Play in the Park Program. This position will facilitate and supervise various fun and safe recreation activities for the public who attend the program. This position is required to work a variety of schedules to meet operational needs, including early mornings, evenings and weekends.

*This position requires an acceptable criminal record check. The applicant/incumbent will be required to undergo a criminal record check in order to work in this position and to report to their supervisor if any criminal charges are laid against them that may be related to their employment in this position.*

### **Duties & Responsibilities**

- Liaises and maintains on-going communication with the Program Leader to provide support and assistance to ensure smooth programming and operational objectives are achieved.
- Facilitates and supports participation and adapting activities in a safe, healthy environment.
- Acts as a liaison between the general public and Panorama and provide information about the program when necessary.
- Ensures the mobile unit and event equipment is well maintained and stored in a tidy manner at all times.
- Knowledge of emergency procedures.
- Assistance responding to emergency situations, including first aid.
- Follows all policies, procedures and standards of the CRD
- Performs other related duties as required.

### **Qualifications**

- Current First Aid Certificate (Emergency First Aid or higher) or willing to obtain by June 2019
- Ability to work in a public area with patrons of all ages, particularly children.
- Experience leading recreational programs.
- Excellent customer service, communication (both verbal and written), organizational, interpersonal and public relations skills and experience are required.

### **Applications**

To apply for this exciting opportunity, please submit your resume and covering letter online at [www.crd.bc.ca](http://www.crd.bc.ca) under “Careers”

**The CRD wishes to thank you for your interest and advises that only those candidates under active consideration will be contacted.**