



Employment Opportunity

Play in the Park Program Leader

Parks & Environmental Services – Panorama Recreation

Competition	19/080
Status	Auxiliary
Hours of Work	Up to 50 hours bi-weekly
Rate of Pay	\$20.42 per hour plus 14% in lieu of benefits
Accepting Applications Until	Screening will commence on April 15 th ; however, the position will remain open until the successful candidate is found
Notes	Position subject to program registration and grant funding. Term position, anticipated July 2 – August 30, 2019; mandatory training in June 2019)



Summary

Under the supervision of the Community Recreation Coordinator, the Play in the Park Program Leader is responsible for the day to day operation of the Play in the Park Program that will run nightly over the summer. The Program Leader will take responsibility for the planning and implementation of daily engaging and interactive activities for the families who attend this free community event. This will include supply preparation, event set up, some budget maintenance and providing direction to assistant program leaders and volunteers to operate 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

- Plans and implements engaging activities for the families who come to the Play in the Park Program.
- Provides guidance and direction required to assistant leaders and volunteers to set up, deliver program content, and take down events daily.
- Ensures the mobile unit and event equipment is well maintained and stored in a tidy manner at all times.
- Liaises with community partners and acts as Panorama point of contact.
- Act as a liaison between the general public and Panorama when necessary.
- Responsible for the delivery of safe and health programs, including knowledge of emergency procedures and assistance in responding to emergency situations including first aid.
- Follows all policies, procedures and standards of the CRD
- Performs other related duties as required.

Qualifications

- Completion of Grade 12.
- Class 5 driver's license required, prior to commencing position.
- Current Emergency First Aid Certificate or willing to obtain by June 2018.

- Experience developing and leading recreational programs or special events.
- Experience working with minors and adults in a public setting.
- Supervisory experience is an asset.
- 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 under “Careers”

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