



Making a difference...together

Employment Opportunity

Day Camp Leader – 3 positions

Parks & Environmental Services – Panorama Recreation

Competition	20/021
Status	Auxiliary
Hours of Work	Varies; up to 8 hours on SD63 non-instructional days, and up to 40 hours March 16 – 27 over SD63 Spring Break
Rate of Pay	\$20.83 per hour (plus 14% in lieu of benefits)
Review of applications begins	4:00pm on February 17, 2020; however, this competition will remain open until all positions are filled
Notes	Shifts are subject to program registration minimums being met

Summary

As an important member of the community recreation team, the Day Camp Program Leader is responsible for planning active, fun and engaging programs for children and youth aged 5 to 12 years. Preparing and leading a variety of indoor and outdoor activities, along with leading exciting out trips, the successful applicant will have a positive impact on the families whose children are in attendance. Get ready for summer fun with this opportunity to play like a kid again!

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 leads safe, healthy and enjoyable activities, crafts and games for up to 30 children (5-12 years) per week
- Provides learning and guidance on appropriate behaviour during play and activities
- Delivers care and support with behaviour management, inclusion, first aid and other areas relating to caring for children
- Organizes and plans out trips to a variety of locations within Greater Victoria
- Drives passenger bus within Greater Victoria for planned out trips
- Monitors distribution and use of program supplies and equipment
- Ensures that program supply needs are within the provided budget
- Provides direction and guidance to assistant leaders and volunteers assisting with program operation.
- Acts as a liaison between the general public and CRD, providing clear customer communication with parents and caregivers
- Maintains a clean and safe environment for children in their care
- Follows all policies, procedures and standards of the CRD
- Performs other related duties as required.

Qualifications

- Completion of Grade 12.
- Unrestricted Class 4 driver's license required, prior to commencing position. The successful applicant will be required to provide an acceptable driver's abstract
- Related experience working with children and leading recreational programs such as sports, games, art and crafts
- Current First Aid and CPR (or be willing to obtain prior to June 2019).
- Leadership abilities including role model behaviors, as well as the ability to demonstrate sound judgment while creating a

positive, enthusiastic & fun environment.

- 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.

