



Making a difference...together

# Employment Opportunity

## Program Attendant

### *Parks & Environmental Services – SEAPARC Leisure Complex*

<b>Competition Number:</b>	22/254
<b>Employment Type:</b>	Auxiliary
<b>Hours of Work:</b>	4 to 8 hours bi-weekly
<b>Rate of Pay:</b>	\$15.65 per hour (plus 14% in lieu of benefits)
<b>Review of applications begins:</b>	Open until Suitable Candidates found
<b>Notes:</b>	Shifts are Saturday & Sunday

### Job Summary

Under the supervision of the Recreation Coordinator, the Program Attendant will supervise and implement children’s drop-in programs including kindergym, as well as various sport and recreation programs. The successful applicant will bring their energy and enthusiasm and friendly rapport to help deliver safe and enjoyable programs. Delivery of this program occurs in the Sooke region

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.

### Qualifications

- Previous experience working with children
- Experience leading recreational programs considered an asset
- Current First Aid Certificate

### Applications

To apply for this exciting opportunity, please visit [www.crd.bc.ca](http://www.crd.bc.ca) and submit your application on our [careers page](#).

*We welcome all qualified applicants to apply and may consider a combination of experience, education and/or training where possible.*

**NOTE: For the health and safety of our employees, customers and the communities we serve, the CRD requires verification of your COVID-19 vaccination status as a condition of employment.**

### What is the CRD?

The Capital Regional District (CRD) is the regional government for 13 municipalities and three electoral areas on southern Vancouver Island and the surrounding Gulf Islands, serving more than 432,000 people.

Our administrative boundaries span the Traditional Territories of many First Nations, all of whom have a long standing relationship with the land and waters from time immemorial that continues to this day.

We value the diversity of the people we hire and serve. In our commitment to bring differing perspectives to our workplace, and to deliver the best possible service to our customers, we encourage and welcome applications from all people with diverse backgrounds, abilities, and lived experiences.



Continue to following page for more detailed information



## Typical Duties and Responsibilities

People working in this role can expect to be responsible for performing the following duties. This list is not meant to be comprehensive and other related duties similar in scope and complexity may be performed.

- Actively participate and monitor pre-planned activities for a variety of age groups
- Liaise with children, parents and staff in a warm and friendly manner
- Assist with set up and clean-up of programs
- Supervise safe use of equipment and activities
- Follows all policies, procedures and standards of the CRD
- Performs other related duties as required.

## Knowledge, Skills and Abilities

To be successful at the CRD, candidates should have a shared understanding of our [Cultural Traits](#) and [Statement of Reconciliation](#) with Indigenous peoples. Additionally, ideal candidates would possess the following role specific knowledge, skills and abilities:

- Ability to work independently and as a member of a team
- Ability to work weekends
- Ability to lead a variety of recreational, physical and sport activities
- Ability to use sound judgment while creating a positive, enthusiastic & fun environment