



Making a difference...together

Employment Opportunity

Birthday Party Leader

Parks & Environmental Services – Panorama Recreation Centre

Competition Number:	22/313
Employment Type:	Auxiliary
Hours of Work:	Saturday & Sunday – 2.5 – 8 hour shifts between 9am and 6:30pm
Rate of Pay:	\$18.23 per hour (plus 14% in lieu of benefits) (2022 rates) \$18.96 per hour (plus 14% in lieu of benefits) (2023 rates)
Review of applications begins:	Ongoing. Posting will remain open until suitable candidate is found.

Job Summary

Under the direct supervision of the Assistant Community Recreation Coordinator, the Birthday Party Leader is responsible for setting up, supervising & cleaning up birthday parties at the Greenglade Community Centre.

The applicant or 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

- Must be at least 15 years of age.
- Enthusiastic, mature, and professional.
- Ability to work independently with minimal guidance.
- Experience working with children of all ages, and comfortable leading activities with children.
- Must be able to work weekends.
- Excellent communication (verbal and written), interpersonal and customer service skills are required.
- Familiar with emergency procedures and able to respond accordingly.
- Emergency First Aid and CPR C.

Applications

To apply for this exciting opportunity, please visit 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





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Typical Duties and Responsibilities

The Birthday Party Leader will:

- Ensure room and gymnasium are set up and cleaned up.
- Supervise party guests, ensuring the safe use of equipment and facility.
- Monitor supply needs.
- Provide prompt, efficient and courteous service.
- Follows all policies, procedures and standards of the CRD.
- Performs other duties as required.

