

EMPLOYMENT OPPORTUNITY – SUMMER LEADER I

Applications are now being accepted for **Summer Leader I** positions with Richmond Community Associations in Parks, Recreation and Culture. This position reports to the Summer Coordinator, Childcare Coordinator, Director of Childcare or Community Facility Coordinator. The Leader I assists in the instruction of program activities on a day-to-day basis under the direct supervision of the Leader II or Leader III position.

DUTIES/RESPONSIBILITIES:

- May be required to assist in the organization and implementation of children’s activities and special events.
- Lead, interact and build relationships with children in a variety of activities, sports and games.
- Work with volunteers in the provision of activities.
- Greet parents at the beginning and end of the day and discuss information in weekly calendars and other written notices.
- Communicate with other staff and volunteers.
- Be a positive role model and communicate effectively with participants.
- Follow facility and/or licensing protocol for programs, emergency situations and out-trips.
- Monitor children in indoor and outdoor activities.
- Ensure attendance procedures are followed.
- Report suspected child abuse, endangerment and neglect to supervisor.
- Set up of the program room or space.
- Record information pertaining to children and families in program’s communication book.
- Assist with filling out accident and/or incident report forms.
- Clean and maintain room and equipment; assess toys and furnishings on a regular basis and report damaged items to supervisor.
- Other related duties as assigned and may vary according to facility.

REQUIRED QUALIFICATIONS:

- Completion of Grade 9 and 50 hours of experience working or volunteering with children, or an equivalent combination of training and experience.
- BCRPA High Five – Principles of Healthy Child Development Certification (or willingness to obtain).
- Emergency Child Care First Aid or Standard First Aid and CPR Level B (or higher) (or willingness to obtain).
- Successful candidates will be required to pass a Police Information Check.

RECOMMENDED QUALIFICATIONS:

- AED training
- Second language
- Coaching and leadership experience
- Training and/or experience with individuals that require extra support

HOURS OF WORK:

- Up to 35 hours/week for 4–10 weeks
- Starting at \$17.85/hour. Wage increases based on performance.

Application Deadline: Sunday, May 10, 2026, at 11:59pm.

Please email your resume and cover letter along with attached and completed Application Form to associationcareers@richmond.ca

Successful candidates may be employed by the following organizations: Cambie, City Centre, Hamilton, Sea Island, South Arm, Thompson, West Richmond Community Associations; Richmond Nature Park Society; and Steveston Community Society. Duties may be carried out in a City-owned facility, however, the City is not the Employer for this position.

Community Associations are inclusive employers committed to employment equity objectives and invite applications from all qualified individuals. Should you be contacted and require some form of accommodation during the interview process, please let us know and we will endeavour to meet your needs to the best of our ability.

The Richmond Summer Committee thanks all applicants in advance for their interest. Only those candidates under further consideration will be contacted. This position is restricted to those legally entitled to work in Canada. This position may be partially funded by the Canada Summer Jobs Grant.

HIRING TIMELINE:

Candidate Screening	May 11–15, 2026
Candidate Interviews	May 19–22, 2026



Summer Leader Application for Employment

Thoroughly complete this form and email to AssociationCareers@richmond.ca along with your attached resume and cover letter.
 Show your email Subject as 'Summer [Leader Position] 2026 - [First and last name]'. Example: Summer Leader II 2026 - John Doe.

Personal Information

I am applying for (check all that apply):
 Summer Leader I Summer Leader II Summer Leader III Support Leader

I am willing to apply for positions left unchecked. Yes No If yes, please indicate which position(s): _____

Full Name: _____

Address (include your postal code): _____ **Phone:** _____

I am a Canadian Citizen or a Landed Immigrant. Yes No If 'No' note status: _____

I will be between 15 and 30 years old as of June 30, 2026. Yes No

I will be a minimum of 19 years old as of June 30, 2026. Yes No **I have a valid Class 4 Drivers License.** Yes No

If hired, I consent to completing a Police Information Check. Yes No

Education and Training

My highest level of education completed is _____.

I have approximately _____ total hours working with children.

Previous Employment/Volunteer Experience Desired Workplace

<p>I have been employed and/or volunteered at the following community centres and/or facilities in Richmond.</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Cambie</td> <td><input type="checkbox"/> South Arm</td> <td><input type="checkbox"/> Richmond Arenas</td> </tr> <tr> <td><input type="checkbox"/> City Centre</td> <td><input type="checkbox"/> Steveston</td> <td><input type="checkbox"/> Richmond Nature Park</td> </tr> <tr> <td><input type="checkbox"/> Hamilton</td> <td><input type="checkbox"/> Thompson</td> <td><input type="checkbox"/> Richmond Museum</td> </tr> <tr> <td><input type="checkbox"/> Sea Island</td> <td><input type="checkbox"/> West Richmond</td> <td><input type="checkbox"/> Richmond Arts Centre</td> </tr> <tr> <td><input type="checkbox"/> Britannia Shipyards</td> <td colspan="2"></td> </tr> </table>	<input type="checkbox"/> Cambie	<input type="checkbox"/> South Arm	<input type="checkbox"/> Richmond Arenas	<input type="checkbox"/> City Centre	<input type="checkbox"/> Steveston	<input type="checkbox"/> Richmond Nature Park	<input type="checkbox"/> Hamilton	<input type="checkbox"/> Thompson	<input type="checkbox"/> Richmond Museum	<input type="checkbox"/> Sea Island	<input type="checkbox"/> West Richmond	<input type="checkbox"/> Richmond Arts Centre	<input type="checkbox"/> Britannia Shipyards			<p>Please check all centres and/or facilities you are applying for:</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Cambie</td> <td><input type="checkbox"/> South Arm</td> <td><input type="checkbox"/> Richmond Arenas</td> </tr> <tr> <td><input type="checkbox"/> City Centre</td> <td><input type="checkbox"/> Steveston</td> <td><input type="checkbox"/> Richmond Nature Park</td> </tr> <tr> <td><input type="checkbox"/> Hamilton</td> <td><input type="checkbox"/> Thompson</td> <td><input type="checkbox"/> Richmond Museum</td> </tr> <tr> <td><input type="checkbox"/> Sea Island</td> <td><input type="checkbox"/> West Richmond</td> <td><input type="checkbox"/> Richmond Arts Centre</td> </tr> <tr> <td><input type="checkbox"/> Britannia Shipyards</td> <td colspan="2"></td> </tr> </table> <p><i>Note: Some centres may not be hiring for certain positions.</i></p>	<input type="checkbox"/> Cambie	<input type="checkbox"/> South Arm	<input type="checkbox"/> Richmond Arenas	<input type="checkbox"/> City Centre	<input type="checkbox"/> Steveston	<input type="checkbox"/> Richmond Nature Park	<input type="checkbox"/> Hamilton	<input type="checkbox"/> Thompson	<input type="checkbox"/> Richmond Museum	<input type="checkbox"/> Sea Island	<input type="checkbox"/> West Richmond	<input type="checkbox"/> Richmond Arts Centre	<input type="checkbox"/> Britannia Shipyards		
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Availability

<input type="checkbox"/> Week 1: Jun 29–Jul 3	<input type="checkbox"/> Week 2: Jul 6–10	<input type="checkbox"/> Week 3: Jul 13–17
<input type="checkbox"/> Week 4: Jul 20–24	<input type="checkbox"/> Week 5: Jul 27–31	<input type="checkbox"/> Week 6: Aug 4–7
<input type="checkbox"/> Week 7: Aug 10–14	<input type="checkbox"/> Week 8: Aug 17–28	<input type="checkbox"/> Week 9: Aug 24–28
<input type="checkbox"/> Week 10: Aug 31–Sep 4	<input type="checkbox"/> I will be taking vacation but unsure of the dates at this time: _____	

Applicant's Declaration:

I hereby certify that the information given on this application and on my resume and cover letter is true and I understand that any untrue statements may be grounds for dismissal.

Applicant Signature: _____ Date Signed: _____

