EMPLOYMENT OPPORTUNITY - SUMMER LEADER II

Applications are now being accepted for **Summer Leader II** positions with Richmond Community Associations in Parks, Recreation and Culture. This position reports to the Summer Coordinator, Childcare Coordinator, Director of Childcare, or Community Facilities Coordinator. The Leader II assists in planning the activities for daycamp programs. The Leader II instructs program activities on a day-to-day basis, and may be required to assist in the supervision of staff and volunteers.

DUTIES/RESPONSIBILITIES:
- Assist in planning, implementing and evaluating age-appropriate activities and special events.
- Assist with supervision and leadership of the Leader I and volunteers.
- Communicate with parents and discuss information in weekly calendars and other written notices and participate in meetings with families as required.
- Be a positive role model and communicate effectively with participants, staff and volunteers.
- Follow facility and/or licensing protocol for programs, emergency situations and out-trips.
- Monitor children in indoor and outdoor activities.
- Ensure the physical and emotional program environment is safe for children.
- Report and document suspected child abuse, endangerment and neglect to supervisor.
- Assist children with changing and toileting as required.
- Ensure attendance procedures are followed.
- Ensure the safety of all individuals participating.
- Assess toys supplies and equipment on a regular basis and report concerns to Supervisor.
- Ensure appropriate set up, take down and maintenance of program room and space.
- Record information pertaining to children and families in program's communication book.
- Fill out accident and/or incident report forms.
- Provide evaluation and feedback to Supervisor regarding program content.
- Other related duties as assigned and may vary according to facility.

REQUIRED QUALIFICATIONS:
- Completion of Grade 11 and 200+ hours of experience working with children, or an equivalent combination of education 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.
- Licensing Requirements (if applicable):
    - 19+ years of age
    - Immunization records

RECOMMENDED QUALIFICATIONS:
- Supervisory experience
- Experience working with children that require extra support
- Class 4 driver's license
- Second language
- Experience with cultural diversity
- Completion of a challenging behaviours course
- Coaching and leadership experience
- 20 hours of related childcare courses/workshops
- AED training

HOURS OF WORK:
- Up to 35 hours/week for 6-15 weeks
- Starting at $19.85/hour. Wage increases based on performance.

Application Deadline: Sunday, April 26, 2026 at 11:59 PM.
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, 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 invites applications from al 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	April 27-May 1, 2026
Candidate Interviews	May 4-May 15, 2026

Summer Leader Application for Employment

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

I have been employed and/or volunteered at the following community centres and/or facilities in Richmond.

☐ Cambie   ☐ South Arm   ☐ Richmond Arenas

☐ City Centre   ☐ Steveston   ☐ Richmond Nature Park

☐ Hamilton   ☐ Thompson   ☐ Richmond Museum

☐ Sea Island   ☐ West Richmond   ☐ Richmond Arts Centre

☐ Britannia Shipyards

Desired Workplace

Please check all centres and/or facilities you are applying for:

☐ Cambie   ☐ South Arm   ☐ Richmond Arenas

☐ City Centre   ☐ Steveston   ☐ Richmond Nature Park

☐ Hamilton   ☐ Thompson   ☐ Richmond Museum

☐ Sea Island   ☐ West Richmond   ☐ Richmond Arts Centre

☐ Britannia Shipyards

Note: Some centres may not be hiring for certain positions.

Availability

☐ Week 1: Jun 29–Jul 3   ☐ Week 2: Jul 6–10   ☐ Week 3: Jul 13–17

☐ Week 4: Jul 20–24   ☐ Week 5: Jul 27–31   ☐ Week 6: Aug 4–7

☐ Week 7: Aug 10–14   ☐ Week 8: Aug 17–28   ☐ Week 9: Aug 24–28

☐ Week 10: Aug 31–Sep 4   ☐ 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: _____