EMPLOYMENT OPPORTUNITY - SUMMER LEADER III

Applications are now being accepted for **Summer Leader III** 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 III is responsible for planning the daily activities and weekly themes for daycamp programs. The Leader III instructs program activities on a day-to-day basis, including supervision of staff and volunteers in the programs.

DUTIES/RESPONSIBILITIES:

- Plan, implement and evaluate developmentally appropriate activities and special events that address the social, physical, intellectual, creative and emotional needs of the child.
- Supervise, instruct, and build relationships with children in a variety of activities, sports and games.
- Create a variety of weekly lesson plans that are creative, flexible and adaptable.
- Responsible for direct supervision, leadership and support of the Leader II, Leader I and volunteers.
- Responsible for interviewing, hiring, scheduling and evaluation of program 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.
- Contact with outside agencies for bookings and events.
- 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.
- Maintain weekly budgets.
- Record information pertaining to children and families in program's communication book.
- Fill out accident and/or incident report forms.
- Ensure licensing requirements are met and maintained when offering licensed programs.
- Provide evaluation and feedback to Coordinator and/or Director for program content.
- Support Coordinator and/or Director with promotion of daycamps.
- Other related duties as assigned and may vary according to facility.

REQUIRED QUALIFICATIONS:

- Completion of Grade 12 and 650+ hours of supervisor and working experience 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:

- Experience working with children that require extra support
- Class 4 Driver's license
- Second language
- Experience with cultural diversity
- FoodSafe certificate
- Coaching and leadership experience
- 20 hours of related childcare courses/workshops

HOURS OF WORK:

- Up to 35 hours/week for 8-15 weeks (including training and preparation time)
- $23.23/hour. Wage increases based on performance.

Application deadline: <mark>Sunday, April 12, 2026 at 11:59 PM.</mark>
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: West Richmond, Sea Island, Thompson, South Arm, Cambie, City Centre, Hamilton Community Associations; Steveston Community Society, Richmond Nature Park 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 13-17, 2026
Candidate Interviews	April 20-May 1, 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: _____