



# SOUTH ARM COMMUNITY ASSOCIATION

8880 Williams Road, Richmond, British Columbia V7A 1G6 • Telephone 604-238-8060 • Fax 604-238-8065

## EMPLOYMENT OPPORTUNITY

### CHILDREN'S PARTY LEADER

Applications are being accepted for the position of Children's Party Leader at South Arm Community Centre. Reporting to the Community Development Coordinator, the Children's Party Leader is responsible for the facilitation of children's parties within a community facilities setting.

#### **Duties and Responsibilities:**

- Provide friendly, responsive service.
- Set up games, decorations, necessary supplies and equipment for parties.
- Interact with and engage children.
- Lead age appropriate games and activities.
- Face painting and facilitate crafts.
- Clean up and take down decorations and equipment.
- Attend scheduled meetings.
- Communicate clearly and effectively with staff, parents, children and guests of the party.
- Follow facility protocol for emergency situations.
- Ensure the safety of all individuals participating.
- Ensure the physical environment is safe for children.
- Clean and maintain room and equipment; assess equipment on a regular basis and report damaged items to supervisor.
- Fill out first aid 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:**

- Grade 10 plus 50+ hours of experience working with children or an equivalent combination of education and experience
- Emergency Child Care First Aid or Standard First Aid and CPR Level B (or higher)
- Police Information Check
- Ability to lift up to 10kg
- Flexible working hours on Saturdays and Sundays
- Successful candidates must pass a Police Information Check

#### **Desirable Qualifications:**

- Strong organizational, communication, and multi-tasking skills
- Training and/or experience with individuals that require extra support
- Experience working independently or as a leader in a fast-paced environment
- Second language

#### **Hours of Work:**

- Varied hours, typically 4-5 hour shifts
- Applicants must be available to work on Saturday & Sunday
- Hourly wage: \$16.75- 18.53 dependant on experience

#### **How to Apply:**

Please email resume and cover letter to:

Attention: Casey Hudson  
South Arm Community Centre  
Email: southarm@richmond.ca

**Deadline to apply is October 30, 2023 at 5pm.**

South Arm Community Association thanks all applicants in advance for their interest.  
Only those candidates under further consideration will be contacted.