

Richmond Summer Recreation Programs OUTREACH LEADER 3 – NEIGHBOURHOOD PLAY DAYS

The Summer Committee is accepting applications for the **Outreach Leader 3 – Neighborhood Play Days** position working with Richmond's Community Recreation Department. This is a supervisory position involving the delivery of inclusive, safe, and well-managed outreach programs for children and families in various neighbourhood parks within Richmond, including: Aberdeen Neighbourhood Park, Alexandra Neighbourhood Park, Hamilton Community Park, London Steveston Neighbourhood School Park, South Arm Community Park and Tait Riverfront Community Park.

DUTIES/RESPONSIBILITIES:

- Leads and organizes all physical activities, games, and crafts for children
- Assists in the planning, promotion, and implementation of Neighbourhood Play Days park programs
- Assists in training and supervision of staff
- Sets up and takes down program space
- Assists with filling out accident and/or incident report forms
- Communicates with parents and participants
- Ensure the physical and emotional program environment is safe for children
- Ensure the safety of all individuals participating
- Maintains assigned budget and petty cash
- Keeps inventory of equipment and supplies on a regular basis and report concerns to supervisor
- Facilitates program and staff evaluations
- Special event support
- Customer Service
- Other related duties as assigned

REQUIRED QUALIFICATIONS:

- Grade 12 plus 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).
- Previous experience working or volunteering with special events or an equivalent combination of training and experience
- Class 5 driver's license. Successful candidates will be required to provide their own transportation to the various locations.
- Successful candidates will be required to pass a Police Information Check.

RECOMMENDED QUALIFICATIONS:

- Experience working with children that require extra support
- Second language
- Experience with cultural diversity
- Coaching and Leadership experience
- 20 hours of related childcare courses/workshops

HOURS OF WORK AND REMUNERATION:

- Up to 11 hours/week for 10 weeks of summer from June 29-Sept 6 (with opportunity for additional training and preparation time beforehand).
 - 3:30-6:30pm Tuesdays & Thursdays
 - 9:30am-2:30pm on Saturdays
- \$23.23/hour

The successful candidate would be employed by the Thompson Community Association.
This is not a City of Richmond position.

Please email your resume and cover letter to associationcareers@richmond.ca

Deadline for receiving applications is **Sunday, May 24, 2026 @ 11:59pm.**

Community Associations are inclusive employers committed to employment equity objectives and invites 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.