

EMPLOYMENT OPPORTUNITY - SUMMER LEADER I

Applications are now being accepted for **Summer Leader I** positions with Richmond community associations in Parks and Recreation. This person will be reporting 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.
- Positive role model for 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
- Emergency Child Care First Aid or Standard First Aid and CPR Level B (or higher)
- 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 4-9 weeks
- \$17.40/hour (\$17.85/hour, effective June 1, 2025)

Application Deadline: Sunday, May 4, 2025 at 11:59 PM.

Please email your resume and cover letter 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 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 5-9, 2025
Candidate Interviews	May 12-18, 2025



Summer Leader Application for Employment

Please complete this form in full and submit it, along with your resume and cover letter, to AssociationCareers@richmond.ca.

Personal Information	
I am applying for (check all that apply): <input type="checkbox"/> Summer Leader I <input type="checkbox"/> Summer Leader II <input type="checkbox"/> Summer Leader III <input type="checkbox"/> Support Leader	
I am willing to apply for positions left unchecked <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please indicate which position(s): _____	
Full Name:	Date of Birth (MM/DD/YYYY):
Address (include your Postal Code):	Telephone:
I am a Canadian Citizen or a Landed Immigrant <input type="checkbox"/> Yes <input type="checkbox"/> No	If "No," what is your status?: _____
I will be at least 19 years of age as of June 30, 2025? <input type="checkbox"/> Yes <input type="checkbox"/> No	I have a Class 4 Drivers License <input type="checkbox"/> Yes <input type="checkbox"/> No
If hired, I consent to completing a Criminal Record Check. <input type="checkbox"/> Yes <input type="checkbox"/> No	

Education and Training
My highest of education level completed is _____.
I have approximately _____ total of hours working with children.

Previous Employment/Volunteer Experience	Desired Workplace
I have been employed and/or volunteered at the following community centres and/or facilities in Richmond, B.C.	Please check all centres you would like to apply for (please note that all centres may not be hiring for all positions):
<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 Heritage Shipyards	<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 Heritage Shipyards <i>Please note that centres may not be hiring for certain positions.</i>

Availability
<input type="checkbox"/> Week 1 – June 30 – July 4 <input type="checkbox"/> Week 4 – July 21-July 25 <input type="checkbox"/> Week 7 – August 11 - August 15 <input type="checkbox"/> Week 2 – July 7-11 <input type="checkbox"/> Week 5 – July 28 – August 1 <input type="checkbox"/> Week 8 – August 18 - August 22 <input type="checkbox"/> Week 3 – July 14-July 18 <input type="checkbox"/> Week 6 – August 5 - August 8 <input type="checkbox"/> Week 9 – August 25 - August 29 <input type="checkbox"/> I will be taking vacation but unsure of the dates at this time: _____

Please title your email as 'Summer [Leader Position] - [First Name + Last Name]'. Example: Summer Leader 3 – John Doe

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.

Applicants Signature: _____ Date Signed: _____