

## EMPLOYMENT OPPORTUNITY – SUMMER CAMP SUPPORT WORKER

Applications are now being accepted for **Summer Camp Support Worker** 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 Support Worker provides support when a child requiring extra support is in attendance, ensures the well-being of the child(ren) in the program and promotes their development in assisting the child(ren) in their physical, social, emotional and daily life skills development.

### DUTIES/RESPONSIBILITIES:

- Contribute to the development and implementation of Individual Service Plans or Care Plans for children requiring extra support.
- Incorporate children requiring extra support into regular programming when possible or ensure alternate plans are available.
- Identify the abilities, interests and needs of children and recommend individualized and group activities based on these.
- Assist program staff to create an indoor and outdoor environment that allows for accessibility to and safety of children requiring extra support.
- Ensure activities accommodate and promote inclusion in all aspects of the program.
- Conduct activities with child(ren) on an individual and group basis.
- Discuss background information with parents.
- Report incidents and concerns to supervisor.
- May recommend referrals or additional services for children with professionals such as behavioural therapists, occupational therapists and speech language pathologists in cooperation with instructor/leader.
- Attend regular staff meetings with staff, families, and other organizations.
- Work with appropriate agencies to acquire resources for children requiring extra support.
- Attend to children's physical needs, which may include toileting and eating.
- Assist child with developing appropriate social skills.
- Assess Care Plan given by staff, families, and other organizations.
- Monitor children in indoor and outdoor activities and during rest periods; conduct activities with children on an individual and group basis.
- Ensure classroom safety as outlined by Health Medical Safety regulations; follow proper Centre protocol.
- Administer medications as required in accordance with established policy.
- Keep program facilities and equipment safe and clean, reporting any repairs and concerns to senior staff.
- Record pertinent information daily in the communication book.
- Responsible to document and report child abuse to supervisors and the Ministry.
- Responsible to fill out Incident and First Aid Report forms.
- Other related duties as assigned and may vary according to facility.

### REQUIRED QUALIFICATIONS:

- High school graduation and up to 6 months experience working with children, or an equivalent combination of education and experience.
- Successful candidates will be required to pass a police information check.
- Emergency Child Care First Aid or Standard First Aid including CPR B or higher (or willingness to obtain).
- BCRPA High Five - Principles of Healthy Child Development Certification (or willingness to obtain).
- Licensing Requirements (if applicable):
  - 19+ years of age
  - Immunization records

### RECOMMENDED QUALIFICATIONS:

- ECE certificate or family license with min. 40 hours of work experience
- Post-basic ECE training
- Training/courses in behavioural/developmental challenges, autism spectrum, special needs therapies
- Completed guiding and caring courses

### COMPENSATION AND BENEFITS:

- Up to 40 hours/week for July/August on a weekly basis as scheduled.
- \$19.85/hour. Wage increases based on performance.

**Application Deadline: Sunday, April 12, 2026 at 11:59PM.**

**Please email your resume and cover letter along with attached and completed Application Form to [associationcareers@richmond.ca](mailto: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 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	April 13-17, 2026
Candidate Interviews	April 20-May 1, 2026



# Summer Leader Application for Employment

Thoroughly complete this form and email to [AssociationCareers@richmond.ca](mailto:AssociationCareers@richmond.ca) along with your attached resume and cover letter.  
 Show your email Subject as 'Summer [Leader Position] 2026 - [First and last name]'. Example: Summer Leader II 2026 - John Doe.

## 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      Desired Workplace

<p>I have been employed and/or volunteered at the following community centres and/or facilities in Richmond.</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Cambie</td> <td><input type="checkbox"/> South Arm</td> <td><input type="checkbox"/> Richmond Arenas</td> </tr> <tr> <td><input type="checkbox"/> City Centre</td> <td><input type="checkbox"/> Steveston</td> <td><input type="checkbox"/> Richmond Nature Park</td> </tr> <tr> <td><input type="checkbox"/> Hamilton</td> <td><input type="checkbox"/> Thompson</td> <td><input type="checkbox"/> Richmond Museum</td> </tr> <tr> <td><input type="checkbox"/> Sea Island</td> <td><input type="checkbox"/> West Richmond</td> <td><input type="checkbox"/> Richmond Arts Centre</td> </tr> <tr> <td><input type="checkbox"/> Britannia Shipyards</td> <td colspan="2"></td> </tr> </table>	<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 Shipyards			<p>Please check all centres and/or facilities you are applying for:</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Cambie</td> <td><input type="checkbox"/> South Arm</td> <td><input type="checkbox"/> Richmond Arenas</td> </tr> <tr> <td><input type="checkbox"/> City Centre</td> <td><input type="checkbox"/> Steveston</td> <td><input type="checkbox"/> Richmond Nature Park</td> </tr> <tr> <td><input type="checkbox"/> Hamilton</td> <td><input type="checkbox"/> Thompson</td> <td><input type="checkbox"/> Richmond Museum</td> </tr> <tr> <td><input type="checkbox"/> Sea Island</td> <td><input type="checkbox"/> West Richmond</td> <td><input type="checkbox"/> Richmond Arts Centre</td> </tr> <tr> <td><input type="checkbox"/> Britannia Shipyards</td> <td colspan="2"></td> </tr> </table> <p><i>Note: Some centres may not be hiring for certain positions.</i></p>	<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 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 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 Shipyards																															

## Availability

<input type="checkbox"/> Week 1: Jun 29–Jul 3	<input type="checkbox"/> Week 2: Jul 6–10	<input type="checkbox"/> Week 3: Jul 13–17
<input type="checkbox"/> Week 4: Jul 20–24	<input type="checkbox"/> Week 5: Jul 27–31	<input type="checkbox"/> Week 6: Aug 4–7
<input type="checkbox"/> Week 7: Aug 10–14	<input type="checkbox"/> Week 8: Aug 17–28	<input type="checkbox"/> Week 9: Aug 24–28
<input type="checkbox"/> Week 10: Aug 31–Sep 4	<input type="checkbox"/> 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: \_\_\_\_\_

