



The District of Squamish is located in the unceded traditional territory of the Skwxwú7mesh Úxwumixw (Squamish Nation). We offer gratitude to the Skwxwú7mesh People who have lived on these lands since time immemorial.

External Job Posting

Position:	Recreation Program Leader
Status:	Regular Part-Time (4-19 hours/week)
Work Area:	Recreation Services
Posting Date:	February 14, 2024
Closing Date:	Open until filled

GENERAL SUMMARY

Reporting to the Recreation Program Specialist/Coordinator, assists with the planning, leading and supervision of recreation activities ensuring safety and well being of participants.

KEY RESPONSIBILITIES

- Contributes to the success of our team and creation of our community, by fostering the District of Squamish corporate values in their work: thinking beyond today, working together, acting with courage and enthusiasm, doing the right thing, and striving to do better every day.
- Follows the District of Squamish’s Customer Service Guidelines to ensure the Delivery of Outstanding Service.
- Assists in organizing age appropriate activities and plans daily activities.
- Instructs and leads planned activities teaching and developing valuable life skills.
- Assists in evaluating program content and participant satisfaction.
- Ensures safety of participants enrolled in activities and to advise the supervisor of safety concerns.
- Arranges required equipment for programs.
- Communicates effectively, keeping accurate records, and making reports as required.
- Assists Recreation Program Supervisor/Coordinator in related program duties and promotion of programs.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Knowledge and ability to lead outdoor and indoor activities pertaining to a wide range of age groups.
- Demonstrated ability to build strong relationships with all ages.
- Excellent interpersonal and communication skills and ability to deal with people in a professional manner.
- Demonstrated leadership skills, enthusiasm and positive attitude when relating to all ages and the public.
- Good organizational and planning skills.
- Ability to communicate effectively, verbally in writing.
- Basic computer skill including MS work and Outlook.
- Ability to lift and move program related equipment.
- Ability to swim and ice-skate safely and independently.

REQUIRED TRAINING, EDUCATION AND EXPERIENCE

- An original Police Information Check, including Vulnerable Sector Check issued within the past 6 months that is satisfactory to the employer will be required before starting in the position.
- Completion of Grade 10 or currently enrolled in Grade 10
- Minimum 2 years experience working with and leading a wide range of recreation programs
- Experience, training, & qualifications related to specific programming needs
- First Aid Certificate minimum 8 hour course
- BC Driver’s License “Class 5” preferred
- BC Driver’s License “Class 4” preferred
- Relevant experience qualifications and/or certification (Provincial Standards where applicable)
- Previous experience working in Recreation or a relevant work environment is an asset

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. This is a general list of responsibilities, duties and skills required of personnel so classified. Other related duties may be assigned in keeping with the general nature of the position required of personnel so classified.



SQUAMISH

HARDWIRED *for* ADVENTURE

The District of Squamish may consider applicants who do not fulfil all requirements of the position if no fully qualified applicants apply.

Hours of Work: 4-19 hours/week. Current shifts (subject to change) will occur Sunday to Thursday between the hours of 8:00 am and 6:00 pm.

Salary: \$22.53 per hour

This is a Union position within the Collective Agreement of CUPE Local 2269 and the District of Squamish.

Direct Your Application (Quoting Competition #24-12) To:

Human Resources

District of Squamish

37955 Second Avenue, P.O. Box 310, Squamish, B.C., V8B 0A3 E-mail: jobs@squamish.ca

As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence AccessibilityHR@squamish.ca. We thank all applicants for applying.