



# SQUAMISH

HARDWIRED *for* ADVENTURE

## Recreation Program Leader (multiple positions)

Explore this fun job opportunity to assist with planning, leading, and supervising recreation activities while ensuring the safety and well-being of participants. This position reports to the Recreation Program Specialist/ Coordinator. The successful candidate will have excellent interpersonal and communication skills, with an ability to build strong relationships with all ages.

Requirements include a valid BC Driver's License, an original Police Information Check including Vulnerable Sector Check issued within the past 6 months, a minimum of 2 years experience working with and leading a wide range of recreation program, First-Aid Certificate with a minimum of 8-hour course, grade 12, and other related recreation program experience, training, and qualifications.

If you are hardwired to work in a fast paced environment using your leadership skills, enthusiasm, and positive attitude, then we want to hear from you!

The District of Squamish is a growing community. With a small-town setting, spectacular natural environment, and world-class outdoor recreational opportunities, Squamish offers an incredible live-work-play lifestyle that few places can offer.

Please submit your cover letter and resume quoting competition #**17-73** to:

Human Resources  
District of Squamish  
37955 Second Avenue, P.O. Box 310, Squamish, BC V8B 0A3

E-mail: [jobs@squamish.ca](mailto:jobs@squamish.ca)

Application deadline: December 31, 2017 (this is an ongoing competition for the remainder of the 2017 year)

**Scroll down for the complete job advertisement:**



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## External Job Advertisement

<b>Position:</b>	<b>Recreation Program Leader (multiple positions)</b>
<b>Status:</b>	Casual / On Call
<b>Work Area:</b>	Recreation
<b>Posting Date:</b>	August 24, 2017
<b>Closing Date:</b>	December 31, 2017

## 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.

### Main Duties and 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.

### Knowledge, Skills and Abilities Required:

- 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 12
- 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"
- 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



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**Hours of Work:** Between the hours of 7:00am- 10:00pm Monday to Sunday  
Casual – on call

**Salary:** **\$18.60 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 #) To: #17-73**

Human Resources

District of Squamish

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