Internal/External Job Posting

POSITION: Special Event and Youth Program Leader

SALARY: $22.33 per hour = $19.59 per hour plus 14% in lieu of benefits (2020 rates)

CLASSIFICATION: JB05 – Program Instructor III

HOURS OF WORK: Varies

STATUS: Auxiliary

CLOSING DATE: June 29th, 2021, at 12:00pm

COMPETITION #: 21-14

SUMMARY: West Shore Parks & Recreation is looking for exceptional staff to deliver exciting recreation opportunities to the children and youth of the West Shore. Programs encourage participants to cultivate friendships and experience a wide variety of activities, while developing lifetime skills.

Within this diverse role, there will be an opportunity for the successful candidate to participate in program organization, planning, implementing, and evaluation. This auxiliary position will include Friday night youth swims, StoryWalk Wednesdays, and special events. This role will have the opportunity to expand in the fall into other areas as West Shore Parks & Recreation continues to expand program operations, additional courses and instructional opportunities may arise. Outside of COVID-19 restriction times, we are able to offer our dedicated staff a free facility pass for drop-in use of the weight room, the pool, the skating rink and our drop-in fitness classes.

JOB DUTIES & ACCOUNTABILITIES

- Easy-going, adaptable and approachable personality.
- Ability to problem-solve and seek solutions.
- Excellent customer service, interpersonal skills, and public relations skills required.
- Excellent communication and organization skills.
- Ability to work independently and as part of team.
- Ability to be imaginative and flexible to ensure all programs operate smoothly.
- Ability to follow established safety standards and requirements.

QUALIFICATIONS

- Applicants must be a minimum of 19 years of age.
- Current Emergency First Aid and CPR C are required prior to commencing employment.
- Minimum 250 hours previous experience leading youth programs.
- Preference will be given to those applicants who have some post-secondary training in recreation, youth, childcare or a related field.
- CLASS 4* drivers’ license is an asset.
Red Cross youth leader certification is an asset.

A clear and current criminal record check is a condition of employment, and is the financial responsibility of the successful candidate.

APPLICATIONS
Resumes and cover letters quoting competition #21-14 to be received prior to June 29th, 2021, at 12:00pm, Attention: Human Resources, West Shore Parks & Recreation Society, 1767 Island Highway, Victoria BC V9B 1J1, Fax: (250) 478-8624; email: jobs@westshorerecreation.ca

This is a union position. Only those candidates under consideration will be contacted.
Posted: June 14th, 2021