

EMPLOYMENT OPPORTUNITY

Summer Leaders (North)

Temporary Full-Time and Part-Time / External
Recreation Program Services
Competition No: 2025-1016



www.rdn.bc.ca



rdncareers@rdn.bc.ca

SKILLS & ABILITIES

- Ability to supervise children and youth safely and effectively.
- Excellent customer service, verbal, and written communication skills.
- General knowledge of recreation programs, summer day camps, and an awareness or understanding of child development or early childhood education.
- Ability to work within a team environment.

APPLICATION DETAILS

To apply for this position, send your cover letter and resume to rdncareers@rdn.bc.ca, clearly highlighting your education, experience, and qualifications relevant to the role. **Please quote 2025-1016 in the subject line of your email to ensure proper processing.**

**Applications will be accepted until:
4:00 pm, on February 21, 2025.**

Date Posted: January 31, 2025.

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted.

A criminal record check including a vulnerable sector check is a condition of employment with the Regional District of Nanaimo.

ABOUT THE ROLE

The Regional District of Nanaimo is seeking enthusiastic and experienced summer program leaders to deliver quality summer day camp experiences. There are 25-30 temporary summer leader positions available. Camp locations include the City of Parksville and Town of Qualicum Beach and Electoral Areas E, F and G.

Summer Leaders are responsible for planning and leading inclusive summer recreation programs for children (pre-school to youth) and work as part of a unit of front-line program staff focused on positive behaviour support, social guidance, co-regulation, and personal care for children of all abilities.

QUALIFICATIONS

Qualifications include high school diploma, First Aid Certificate (Emergency, Standard or Emergency Childcare First Aid with CPR B or C), and minimum one (1) year of prior job-related experience working in a leadership role with children preferably in recreation. Class 4 Driver's License preferred for Summer Leader 2 positions. *See job description attached for full details.*

These positions require some physical work, working outside with exposure to all types of weather conditions, and accompanying children in the water when swimming.

POSITION DETAILS

These are temporary full-time and part-time (up to 40 hours per week) positions, from June 16, 2025 – August 30, 2025, with the possibility of ending early or of extension, based on the operational needs of the department. The (2024) rate of pay is \$21.47 (Summer Leader 1) - \$26.26 (Summer Leader 2) per hour, plus 12.4% in lieu of benefits including vacation and statutory holidays, or the uninterrupted continuation of their benefits package as provided for in the Collective Agreement between the Regional District of Nanaimo and the Canadian Union of Public Employees, Local 401.

Attendance of training scheduled Monday, June 16 - Friday June 20, 2025, is mandatory.

Summer Leaders
Recreation and Parks Services
Schedule C

Job Summary

Working in various locations across the Regional District of Nanaimo, the Summer Leaders contribute to the effective operation of the Recreation Services Department by planning and leading inclusive summer recreation programs for children (pre-school to youth). Summer Leaders provide the day-to-day operations and leadership involved in delivering quality day camp and playground programs. This position supports the Recreation & Parks Department by assisting team members in their duties, as required, to meet service expectations, departmental goals, and objectives.

Summer Leaders work as a part of a unit of front-line program staff focused on positive behaviour support, social guidance, co-regulation, and personal care for children of all abilities. Summer Leaders encourage program participation and foster an inclusive environment for all camp program participants.

Primary Duties and Responsibilities

- Reviews, adheres to, and supports the adherence to safe work procedures in the workplace and generally promotes a safe work environment.
- Assumes responsibility and direct supervision, leadership, and safety monitoring of participants, ensuring a positive integration of children with varying abilities.
- Establishes and maintains effective working relationships with parents/guardians, children, colleagues, team-mates, and other staff.
- Assists Recreation Coordinators and Summer Recreation Assistants with planning, supervising, and evaluating summer day camp and playground programs.
- Undertakes care of equipment and supplies.
- Provides written reports, schedules activities, and ensures that programs meet prescribed budget requirements, including being accountable for program purchases and receipts.

Job Qualifications

Education/Experience

- High school diploma.
- Emergency, Standard or Emergency Childcare First Aid with CPR B or C certificate.
- Appropriate training and certifications. Examples include:
 - High Five, NCCP, Canucks Autism Network, Physical Literacy 101.
 - National Lifeguard, Water Safety Instructor.
 - Nature interpretation and education, and outdoor skill development.
 - Knowledge of early learning, tennis, basketball, volleyball, and/or soccer instruction are considered assets.

Experience: Summer Leader 1 (SL1)

- Less than two years prior job-related experience working in a leadership role, with children, preferably in recreation or a similar environment.

Experience: Summer Leader 2 (SL2)

- More than two years prior job-related experience working in a leadership role, with children, preferably in recreation or a similar environment.
- Class 4 Driver's License preferred.

Skills/Abilities

- Excellent customer service, verbal, and written communication skills.
- General knowledge of recreation programs, summer day camps, and an awareness or understanding of child development or early childhood education.
- Ability to comprehend and carry out oral and written instructions.
- Ability to perform assigned tasks, following departmental procedures and established best practices.
- Ability to supervise children and youth safely and effectively, including guiding behaviour.
- Ability to work within a team environment.
- Strong interpersonal and leadership skills.

Reporting Relationship

Reports to: Superintendent, Recreation Program Services (North)