

## AUXILIARY INSTRUCTOR LEADERS

Are you an enthusiastic, positive, and energetic person with strong leadership skills and a passion for working with children and youth in your community?

The City of Campbell River's Recreation Department is currently recruiting Auxiliary Instructor Leaders to lead and supervise a diverse offering of programs to children and youth. Instructor Leaders are also responsible for planning, implementing and evaluating a variety of recreation programs.

Qualified applicants will possess at least one (1) year recent experience leading and instructing children and/or youth; have taken related courses in child development and recreation services; and possess valid emergency First Aid and Child CPR. Prior to employment, successful candidates, will be required to produce a recent and clear criminal record and vulnerable sectors check.

The current hourly rate of pay for this CUPE bargaining unit position is \$19.36 per hour. Hours will vary depending on program availability and registration.

The attached job description lists all the necessary qualifications for this position.

Interested applicants are requested to send their resume AND covering letter to:



Human Resources Department  
City of Campbell River  
301 St. Ann's Road  
Campbell River BC V9W 4C7  
Fax: (250) 286-5760  
Email: [careers@campbellriver.ca](mailto:careers@campbellriver.ca)

**This posting will remain open until the auxiliary pool is filled.**

We thank all applicants for their interest; however, only those being considered for an interview will be contacted.



## Employment Opportunity

### INSTRUCTOR/LEADER

<b>Approval Date:</b> February 2016	<b>Department:</b> Recreation & Culture	
<input type="checkbox"/> IAFF	<input checked="" type="checkbox"/> CUPE	<input type="checkbox"/> Management
<b>Title of Management Supervisor:</b> Recreation & Culture Supervisor		

#### General Accountability:

##### Purpose and Scope

- Reports to the Recreation and Culture Supervisor and takes direction from Program Coordinators, Programmers and/or Supervisors.
- Provides leadership and ensures integration, safety and all aspects of care for participants.

#### Nature and Scope of Work

- Working with a group, plan, implement and evaluate a range of activities and events with young children (5 & under), children (6-11yrs) and/or youth (12-18yrs).
- Lead a variety of recreational activities.
- Participate in meetings, and leadership and teambuilding activities as needed.
- Work cooperatively with other program staff and program partners to promote inclusion.
- Implement the Leaders-in-Training volunteer program.
- Ensure safety and care of all participants.
- Ensure ongoing communication with parents, program partners and supervisor.
- Ensure equipment and facilities are used in a safe and proper manner.
- Complies with guidelines and procedures required for this program.
- Other duties as may be required.

#### Necessary Qualifications

##### **Knowledge:**

- Clear understanding of the goals and objectives of recreation and inclusion.
- Clear understanding of community development approach to recreation programming.
- Good knowledge of developmental characteristics of children (5 & under), children (6-11yrs) and/or youth (12-18yrs).
- Good knowledge of age appropriate games, sports and crafts.
- Good understanding of volunteer mentorship.

##### **Skills:**

- Effective communication and problem solving skills.
- Effective teambuilding skills.
- Experience participating or leading indoor and outdoor recreation activities.

##### **Abilities:**

- Ability to supervise groups of children (5 & under), children (6-11yrs) and/or youth (12-18yrs) at all levels of child development.
- Ability to positively manage children's behavior.
- Ability to provide opportunity for play, mastery, friendship and participation during program.
- Ability to work with minimal supervision.
- Ability to work within and contribute to a proactive team environment.

## **Employment Opportunity – Instructor/Leader**

Page 2 of 2

- Ability and willingness to contribute to maintaining a respectful, safe and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity and fairness.
- Ability to successfully attain and maintain a clear criminal record check.

### **Education:**

- Related courses or certification in Recreation Services (ie. NCCP, Red Cross Leadership, Leadership Training).
- Related courses in Child Development, Community Development

### **Training/Certification:**

- Occupational First Aid Level 1 (or equivalent) and Child CPR.

### **Experience:**

- Minimum one (1) year experience leading and/or instructing groups of children (5 & under), children (6-11yrs) and/or youth (12-18yrs) within the last 5 years.
- Previous experience in recreation services.

### **Preferred Criteria**

- Valid Class 4 or 5 Driver's License (required for some programs).
- Must produce and maintain a clear driver's abstract.
- Related courses or certifications in Natural Sciences/Biology.
- Lifeguard Qualifications (NLS).
- Food Safe.
- Post secondary education (ie. Natural Sciences/Biology, Recreation, Education, Social Work, Child & Youth Care, Human Service Worker).
- HIGH FIVE: Principles of Healthy Child Development.

### **Unusual Working Conditions**

- Some evenings and split shifts required.
- Some programs operate outdoors under all weather conditions.