

PROGRAM LEADER

(Temporary)

The Municipality of North Cowichan (population 30,000) is located in the beautiful Cowichan Valley on Southern Vancouver Island, between Nanaimo and Victoria. Our communities of Chemainus, Crofton, Maple Bay, and the South End including University Village, are home to a multitude of artistic, cultural and outdoor recreational activities. The Municipality provides a stable and varied work environment, competitive pay and benefits.

We invite applications from candidates with the proven skills, qualifications and abilities for the position of Program Leader on a temporary basis in order to meet seasonal or work volume demands for up to twenty-four (24) months.

This position will provide support to the Recreation Department and is responsible for the direct supervision, instruction and leadership of a variety of programs and activities for the Municipality. The position is primarily targeting youth outreach offerings but opportunities to work with preschool to senior community programs are anticipated. The work involves direct delivery, program leadership and encouraging community participation in activities and programs.

The anticipated hours of work for this position will be Tuesdays and Thursdays from 3:00 pm to 6:00 pm, with the possibility of working other shifts or times as needed. Applicants are required to have the availability to work daytime, evenings and weekends, which will all be dependent on community programs, activities or youth outreach opportunities being offered.

This position reports directly to the Youth Outreach Programmer, and core responsibilities include:

- Establishing and maintaining positive relations with individuals, community groups and the general public;
- Providing direct instruction and leadership for program offerings;
- Maintaining statistics and data and preparing reports;
- Maintaining equipment and supplies used for programs and functions;
- Leading the operation and security of programs on assigned shifts;
- Enforcing rules and regulations when necessary; and
- Performing other work on an as-needed basis.


Deployment to other duties may be required from time to time.

Required Skills, Qualifications, and Abilities:

1. Completion of Grade 12.
2. Minimum of one year experience in a recreational leadership capacity.
3. Standard First-Aid Certification.
4. CPR C Certification.
5. *BCRPA High-Five Quest 100 – Essential Child Development.
6. *Fundamental Movement Skills Certification.
7. Possession and maintenance of a valid Class 5 B.C. Driver's License; a satisfactory current driver's abstract will be required.

* If applicant does not have any of these certifications, he/she must attain them within six months of the start date.

This is a unionized position (CUPE Local 358) and the collective agreement may be viewed on our website.



Candidates being considered will be required to undergo a comprehensive evaluation of skills, qualifications, and abilities. This position has responsibility for vulnerable persons and will therefore be required to undergo a Vulnerable Sector screening check, in addition to a Police Information Check, if an offer of employment is made.

To Apply:

Visit the Municipality of North Cowichan Career Portal at www.northcowichan.ca/jobs to apply for this position.

Please note that all candidates must apply via the Career Portal; we do not accept resumes via email or hard copy.

Application Deadline:

4:30 p.m. Wednesday, December 4, 2019

