

SUMMER LEADER II

Applications are now being accepted for a **Summer Leader II** position with the Minoru Seniors Society. Reporting to the Community Facilities Coordinator and Recreation Leader, the Summer Leader II assists in planning the activities for senior programs, instructs program activities on a day to day basis, and may be required to assist in the supervision of staff and volunteers.

DUTIES/RESPONSIBILITIES:

- Assist in planning, implementing and evaluating age appropriate activities and special events
- Assist with supervision and leadership of volunteers
- Be a positive role model and communicate effectively with participants, staff and volunteers
- Follow facility protocol for programs, emergency situations and out-trips
- Ensure attendance procedures are followed
- Ensure the safety of all individuals participating
- Ensure appropriate set up, take down and maintenance of program room and space
- Fill out accident and/or incident report forms
- Provide evaluation and feedback to Supervisor regarding program content
- Other related duties as assigned

REQUIRED QUALIFICATIONS:

- Grade 11 plus 200+ hours of experience working with seniors or an equivalent combination of education and experience
- Experience working with seniors
- Emergency Child Care First Aid or Standard First Aid and CPR Level B (or higher)
- Successful candidates will be required to pass a police information check

RECOMMENDED QUALIFICATIONS:

- Supervisory experience
- Class 4 driver's license
- Second language
- Experience with cultural diversity
- Coaching and leadership experience
- AED Training

HOURS OF WORK:

- Up to 35 hours/week for 7 weeks
- \$16.48/hour (based on experience)
- Some evening and weekend work may be required

Interested candidates may apply for this position by emailing their cover letter and resume to:

Tanya Fitzpatrick – Recreation Leader
tfitzpatrick@richmond.ca

The deadline for receiving applications is **June 25, 2021 @ 11:59pm.**

Minoru Seniors Society thanks all applicants in advance for their interest.

Only those candidates under further consideration will be contacted.

This position is restricted to those legally entitled to work in Canada.

Please note that this is not a City of Richmond position.