

*The Town of Ladysmith provides its employees the opportunity to make a positive and meaningful impact on the daily lives of the public we serve. Are you looking for a dynamic and interesting career? The Town of Ladysmith is seeking a self-motivated professional for our Recreation Department.*

## CASUAL YOUTH LEADER

(1 position)

### Internal/External Competition #2024-62

<b>Department:</b>	Parks, Recreation & Culture – Recreation
<b>Duties &amp; Required Qualifications:</b>	See attached Job Description
<b>Rate of Pay:</b>	Band 4 - \$30.11 per hour
<b>Hours of Work:</b>	No Guarantee of Hours Parks, Recreation and Culture is a seven-day per week operation and require employees to be available for work weekdays, evenings and weekends.
<b>Conditions of Employment:</b>	Automatic wage deposit
<b>Union:</b>	Canadian Union of Public Employees (C.U.P.E.) Local 401
<b>Benefits:</b>	As per the Collective Agreement
<b>Reporting To:</b>	Programmer – Recreation

This job posting will remain open until filled. For further information please contact Matt Arnett, Programmer – Recreation at 250.245.6414 ext. 6243: [marnett@ladysmith.ca](mailto:marnett@ladysmith.ca)

If you are interested in applying for the position, send a cover letter and detailed resume which notes your qualifications and experience relevant to the job description in a **WORD or PDF** format only to:

Trish McConnell, Manager of Human Resources  
City Hall, 410 Esplanade, PO Box 220  
Ladysmith, BC V9G 1A2  
Email: [careers@ladysmith.ca](mailto:careers@ladysmith.ca); Ph: 250.245.6412; Fax: 250.245.6411

Per CUPE Agreement Article 15.02: “applicants for this position shall agree that in the event of a grievance regarding filling of this posting, interview and selection documentation shall be released to the union.”

The Town of Ladysmith is committed to diversity and inclusivity in our employment practices. We are an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes.

The Town of Ladysmith wishes to thank all applicants in advance for their interest.  
However, only those selected for an interview will be contacted.



<b>TITLE:</b>	YOUTH LEADER
<b>DEPARTMENT:</b>	COMMUNITY
<b>DIVISION:</b>	PARKS, RECREATION & CULTURE
<b>CATEGORY:</b>	UNION CUPE LOCAL 401
<b>BAND:</b>	4

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**GENERAL ACCOUNTABILITY**

Reporting to the Programmer - Recreation, the Youth Leader contributes to the effective operation of the Department of Parks, Recreation and Culture as a key member of the recreation team. The Youth Leader assists in the planning, coordination and oversight of youth programs, services, and events. This position supports the Department by assisting team members in their duties as required, to meet service expectations, departmental goals, and objectives. Dependent on the recreational program or event, the Youth Leader may be required to report to any Recreation Programmer or Supervisor.

**PRIMARY DUTIES AND ACCOUNTABILITIES**

- Assist in the planning, coordination, and oversight of activities for youth 12 - 18 years.
- Ensure the safety and well-being of all program participants and volunteers.
- Monitor the use and care of facilities and equipment.
- Assist in training of youth program staff and volunteers.
- Assist in use of informed consents, medical information forms and other forms as required.
- Establish an atmosphere of fair play.
- Be attentive to safety concerns.
- Attends professional development training as directed.
- Other related duties as required.

**REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITY**

1. Minimum grade 12 education or equivalent (GED) and some experience working with youth aged 12-18 years in recreation programs and social activities.
2. Valid standard 1st aid certification.
3. Valid CPR, level C certification.
4. Satisfactory criminal record check / personal information check (for vulnerable sector).
5. Ability to safely and effectively oversee participants and volunteers in recreation programs and social activities.
6. Knowledge of age-appropriate activities.
7. Demonstrated knowledge of behaviour management strategies.
8. Demonstrated knowledge of safe work procedures, practices and obligations.
9. Demonstrated initiative with specific direction; completing tasks by removing barriers and locating necessary resources.
10. Demonstrated ability to communicate effectively in a wide variety of situations applying diplomacy and interpersonal skill to establish and maintain productive relationships.
11. Demonstrated high level of focus on internal and external client service continuously seeking ways to meet and exceed expectations.
12. Demonstrated ability to work cooperatively within a team and with Town employees, stakeholders and partners to achieve optimal results.
13. Demonstrated ability to react to any emergency situation in a competent manner with excellent decision making abilities.
14. Demonstrates valuing diversity.

