

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 Summer Children's Programs.

TEMPORARY FULL TIME
SUMMER COORDINATOR – SUMMER CHILDREN'S PROGRAMS
(1 Position)
Internal/External Competition #2025-11

Department:	Parks, Recreation & Culture
Duties/Qualifications:	See attached Job Description
Rate of Pay:	\$23.53 per hour
Hours of Work:	35 hours per week June 13, 2025 – August 29, 2025
Conditions of Employment:	*As this position is funded by a Canada Summer Jobs grant eligible applicants must be between 15 and 30 years of age at the start of employment.
Union:	Canadian Union of Public Employees (C.U.P.E.) Local 401
Benefits:	As per the Collective Agreement
Reporting To:	Programmer – Recreation

This job posting will remain open until **4:00 PM March 28, 2025**. For further information please contact Matt Arnett at marnett@ladysmith.ca or 250.245.6414 ext. 6243.

If you are interested in applying for the position, send a 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
Ladysmith, BC V9G 1A2
Email: careers@ladysmith.ca ; Ph: 250.245.6412

We would like to thank all who apply, but only those applicants selected for an interview will be acknowledged.

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.



TITLE:	SUMMER COORDINATOR
DEPARTMENT:	COMMUNITY SERVICES
DIVISION:	PARKS, RECREATION AND CULTURE
CATEGORY:	UNION CUPE LOCAL 401
BAND:	STUDENT SCHEDULE – STUDENT

GENERAL ACCOUNTABILITY

Reporting to the Programmer – Recreation, the Summer Coordinator will plan, coordinate and supervise activities of all daycamp/playground programs and services including assessing the recreational needs of participants, developing, implementing and monitoring programs and activities required to meet those needs. In addition, this position is responsible for the safety and well-being of all program participants, equipment and facilities, and will provide direction and supervision of senior and junior summer program leaders.

PRIMARY DUTIES AND ACCOUNTABILITIES

- Plan coordinate and supervise activities and services related to Town of Ladysmith daycamp and playground programs.
- Assess the recreational needs of program participants.
- Plan and organize summer program activities including developing activity schedules, budgeting, and purchasing supplies. Program activities may include: sports, games, arts and crafts, outdoor activities, out trips and special events.
- Promote, provide leadership, and directly supervise program activities and participants.
- Organize and lead training sessions for all daycamp/playground program staff and volunteers.
- Supervise and evaluate daycamp/playground program staff and volunteers.
- Monitor daily attendance, medical information forms, equipment and supply levels, and note any damages or deficiencies.
- Report to the Programmer, Recreation and Culture on a regular basis.
- Adhere to budgetary restrictions and perform a detailed summer program reports and recommendations.
- Other related duties as required.

REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITY

1. As this position is funded by a Canada Summer Jobs grant incumbents must be between 15 and 30 years of age at the start of employment.
2. Experience working with children, preferably in day camp/playground settings.
3. A minimum grade 12 education or equivalent (GED) and courses in education, recreation or child/youth care.
4. Demonstrated ability to safely and effectively supervise children and teens.
5. Possess high energy level, enthusiasm, empathy and genuine interest in working with children and teens.
6. Knowledge of age appropriate activities.
7. Demonstrated ability to exercise good judgment.
8. Knowledge of behaviour management.
9. Stamina, energy, and willingness to commit to quality pro-active results.
10. Valid Standard First Aid certification including CPR-C.
11. Valid B.C. Driver's License – Class 5.
12. Demonstrated initiative without supervision or specific direction; completing tasks by removing barriers and locating necessary resources.

13. Demonstrated ability to communicate effectively in a wide variety of situations applying diplomacy and interpersonal skill to establish and maintain productive relationships.
14. Demonstrated high level of focus on internal and external client service continuously seeking ways to meet and exceed client expectations.
15. Demonstrated ability to work cooperatively within a team and with Town employees, stakeholders and partners to achieve optimal results.
16. Demonstrates valuing diversity