



Making a difference...together

Employment Opportunity

Birthday Party Leader

Parks & Environmental Services (Panorama Recreation Centre)

Competition	22/052
Status	Auxiliary
Hours of Work	Saturday & Sunday – 11am -6pm as required
Rate of Pay	\$17.41 per hour (plus 14% in lieu of benefits)
Review of applications begins	4:00pm on March 9, 2022 and will remain open until suitable candidate is found

Summary

Under the direct supervision of the Community Recreation Coordinator, the Birthday Party Host is responsible for setting up, supervising & hosting birthday parties at the Glendale Community Centre.

The applicant or incumbent will be required to undergo a criminal record check in order to work in this position and to report to their supervisor if any criminal charges are laid against them that may be related to their employment in this position.

Duties & Responsibilities

The Birthday Party Leader will:

- Ensure room & gymnasium are set up and clean up.
- Ensure the safe use of equipment and facility.
- Monitor supply needs.
- Lead and supervise a group of 1-12 year old children in a positive, fun, safe environment.
- Provide prompt, efficient and courteous service.
- Follows all policies, procedures and standards of the CRD.
- Performs other duties as required.

Qualifications

- Must be at least 15 years of age.
- Enthusiastic, mature, and professional.
- Ability to work independently with minimal guidance.
- Experience working with children of all ages, and comfortable leading activities with children.
- Must be able to work weekends.
- Excellent communication (verbal and written), interpersonal and customer service skills are required.
- Familiar with emergency procedures and able to respond accordingly.
- Emergency First Aid and CPR C.

To keep our employees, customers and the communities we serve safe, the CRD has introduced an employee mandatory vaccination policy intended to prevent the transmission of COVID-19. As such, the CRD requires proof of being fully vaccinated as a condition of employment.



Applications

To apply for this exciting opportunity, please submit your resume and covering letter online at www.crd.bc.ca under "Careers".

The CRD thanks you for your interest and advises only those candidates under active consideration will be contacted.

