

# SUMMER RECREATION PROGRAMS

## Auxiliary Certified Instructors II

### Recreation Aides and Rec n Read Camp Instructors

---

Are you looking for an exciting summer job with an opportunity to work with a great team and deliver summer programming for groups of children and youth? Then come join the City of Campbell River in our Summer Recreation Programs as a Certified Instructor II.

#### **Certified Instructor II - Rec n Read Summer Camps**

In this role you will work collaboratively with the school district staff to achieve the goals for the Rec N Read Program. As part of a team, you will provide leadership and ensure integration, safety, and all aspects of care for participants with diverse abilities in summer camps. Using a child centric approach, you will plan, implement, and evaluate a range of appropriate recreational activities and experiences for children (6-11 yrs) with diverse abilities, that focuses on the supporting each individual's social and emotional needs in a camp environment.

#### **Successful applicants must have the following:**

- Minimum of 2 years of related experience working with neurodiverse individuals within the last 5 years.
- Previous experience working in recreation services.
- Must have one of the following: Community Support Worker Certificate, Education Assistant Certificate, Community Mental Health Certificate, Special Needs Worker Program, or equivalent certification.
- Courses in Recreation Services e.g as High Five, Leadership Training, Child and Youth Training, Aboriginal Cultural Relations, or Strategies for Managing Behaviour etc.
- Occupational First Aid Level 1 (or equivalent) and Child CPR.
- Must be able to obtain and maintain a current clear RCMP criminal record and vulnerability check.

#### **Certified Instructor II - Recreation Aides Summer Camps**

In this role, you will collaborate with a group, and using a child centric approach, plan, implement, and evaluate a range of appropriate recreational activities and experiences for children (6-11 yrs) and youth (12-18 yrs) with diverse abilities. You will also attend to the emotional, physical, and hygiene needs of one to three children in the summer camps.

#### **Successful applicants must have the following:**

- Minimum of 2 years of related experience working with neurodiverse individuals within the last 5 years.
- Previous experience working in recreation services.
- Must have one of the following: Community Support Worker Certificate, Education Assistant Certificate, Community Mental Health Certificate, Special Needs Worker Program, or equivalent certification.
- Courses in Recreation Services e.g. High Five, Leadership Training, Managing Challenging Behaviors, or Child and Youth Care etc.
- Occupational First Aid Level 1 (or equivalent) and Child CPR.
- Must be able to obtain and maintain a current clear RCMP criminal record and vulnerability check.

**The hourly rate of pay for these CUPE bargaining unit positions is \$24.43 plus 12% in lieu of benefits (this is the equivalent to an hourly wage of \$27.36).**

The season for these short-term auxiliary roles typically starts in July and ends in late August with full and part-time positions available. The successful candidates will be required to attend training week that runs during the first week of July.

For more information on these positions, please see the attached job descriptions that list all the duties and necessary qualifications.

---

**Screening will take place while the posting is open and qualified candidates will be contacted for interviews.**

**This posting closes on Thursday, April 25<sup>th</sup>.**

Please send your resume, cover letter and copies of your certifications, quoting **Competition EXT-24-045** to:



**Email:** [careers@campbellriver.ca](mailto:careers@campbellriver.ca)

Human Resources Department  
**City of Campbell River**  
301 St. Ann's Road  
Campbell River, BC V9W 4C7

---

We thank all applicants, however, only those selected for interviews will be contacted.

---

**CERTIFIED INSTRUCTOR II  
(Rec N Read – Summer Camps)**

<b>Approval Date:</b> March 2024	<b>Department:</b> Recreation & Culture	
<input type="checkbox"/> IAFF	<input checked="" type="checkbox"/> CUPE	<input type="checkbox"/> Management
<b>Title of Management Supervisor:</b> Recreation Program Manager		

**General Accountability:****Purpose and Scope**

Reporting to the Recreation Program Manager, and taking direction from the Program Coordinators, Programmers and Assistant Programmers, the Certified Instructor II – Rec N Read Camps provides leadership and ensures integration, safety, and all aspects of care for participants with diverse abilities in summer camps.

**Nature and Scope of Work**

- Collaborate with a group, to plan, implement, and evaluate a range of appropriate recreational activities and experiences for children (6-11 yrs) with diverse abilities, that meets the needs of the participants.
- Lead and participate in a variety of age and developmentally appropriate recreational activities and experiences that support participants in the program.
- Implement a child centered approach to leadership that focuses on supporting each individual's social and emotional needs in a camp environment.
- Support the Cedar School community through camp activities, nutrition, and social emotional support.
- Work collaboratively with other program staff and program partners to promote inclusion.
- Work collaboratively with school district staff to achieve the goals of the Rec N Read Program.
- Engage with all participants in a positive and proactive manner to ensure a welcoming and supportive camp environment.
- Ensure effective inclusion of participants with special needs in recreation activities.
- Participate in meetings, leadership and team building activities as needed.
- Participate in all aspects of supporting the in-camp nutrition program.
- Implement the Leaders-In-Training volunteer program.
- Actively participate with participants in the pool.
- Ensure equipment and facilities are used in a safe and proper manner.
- Actively ensure the safety, care, and security of all program participants.
- Ensure regular and ongoing communication with parents, program partners, and supervisor(s).
- Comply with all policy, guideline, and procedural requirements for the program(s).
- Other duties as may be required.

**Necessary Qualifications****Knowledge:**

- Clear understanding of the goals and objectives of recreation and inclusion.
- Good knowledge of developmental characteristics of children (6-11 yrs)
- Good knowledge of age or developmentally appropriate games, sports, and crafts.
- Good knowledge of positive behavioural support practices including transitions, de-escalation techniques, recognizing triggers, utilizing prompts and self-regulation techniques.
- Good knowledge of practical strategies to adjust the environment to meet participants needs.
- Good knowledge of sensory friendly spaces and activities.

- Basic knowledge of trauma informed practices.
- Sound understanding of volunteer mentorship.

**Skills:**

- Effective communication and problem-solving skills with children, parents, and co-workers.
- Skill and experience leading indoor and outdoor recreation activities.
- Demonstrates Departments Core Values of Acceptance, Teamwork, Trust, Integrity, Communication.

**Abilities:**

- Ability to supervise, lead and guide groups of children (6-11yrs) that are developmentally diverse.
- Ability to provide opportunity for play, mastery, friendship, and participation during program for youth that live with a disability.
- Ability to facilitate and foster positive peer relationships.
- Ability to work with participants to navigate emotions, relationships and identify self-regulation techniques.
- Ability to work with minimal supervision.
- Ability to work within and contribute to a proactive team environment.
- Ability and willingness to contribute to maintaining a respectful, safe and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity and fairness.
- Ability to successfully attain and maintain an RCMP clear criminal record check and vulnerable sector check.

**Education/Training:**

- Must possess one of the following: Community Support Worker Certificate, Education Assistant Certificate, Community Mental Health Certificate, Special Needs Worker Program, or equivalent certification.
- Courses in Recreation Services e.g as High Five, Leadership Training, Child and Youth Training, Aboriginal Cultural Relations, or Strategies for Managing Behaviour etc.
- Occupational First Aid Level 1 (or equivalent) and Child CPR

**Experience:**

- Minimum two (2) years of related experience working with individuals with diverse needs within the last five (5) years.
- Previous experience working in recreation services.

**Preferred Criteria (For External Candidates Only)**

- Valid Class 5 Driver's Licence
- Food Safe Level I Certificate

---

**CERTIFIED INSTRUCTOR II  
(Recreation Aides – Summer Camps)**

<b>Approval Date:</b> March 2024	<b>Department:</b> Recreation & Culture	
<input type="checkbox"/> IAFF	<input checked="" type="checkbox"/> CUPE	<input type="checkbox"/> Management
<b>Title of Management Supervisor:</b>	Recreation Program Manager	

**General Accountability:**

**Purpose and Scope**

Reporting to the Recreation Program Manager, and taking direction from the Program Coordinators, Programmers and Assistant Programmers, the Certified Instructor II – Rec N Read Camps provides leadership and ensures integration, safety, and all aspects of care for participants with diverse abilities in summer camps.

**Nature and Scope of Work**

- Collaborate with a group, to plan, implement, and evaluate a range of appropriate recreational activities and experiences for children (6-11 yrs) and youth (12-18 yrs) with diverse abilities, that meets the needs of the participants.
- Lead and participate in a variety of age and developmentally appropriate recreational activities and experiences that support participants in the program.
- Implement a child centered approach to leadership that focuses on supporting each individual's social and emotional needs in a camp environment.
- Attend to the emotional, physical, and hygiene needs of one to three children (6-11yrs) and/or youth (12-18yrs) that have diverse abilities.
- Participate in home and/or school visits as needed.
- Work collaboratively with other program staff and program partners to promote inclusion.
- Engage with all participants in a positive and proactive manner to ensure a welcoming and supportive camp environment.
- Ensure effective inclusion of participants with special needs in recreation activities.
- Participate in meetings, leadership and team building activities as needed.
- Implement the Leaders-In-Training volunteer program.
- Actively support participants in the pool.
- Ensure equipment and facilities are used in a safe and proper manner.
- Actively ensure the safety, care, and security of all program participants.
- Ensure regular and ongoing communication with parents, program partners, and supervisor(s).
- Comply with all policy, guideline, and procedural requirements for the program(s).
- Other duties as may be required.

**Necessary Qualifications**

**Knowledge:**

- Clear understanding of the goals and objectives of recreation and inclusion.
- Good knowledge of developmental characteristics of children (6-11yrs) and youth (12-18 yrs).
- Good knowledge of age or developmentally appropriate games, sports, and crafts.
- Good knowledge of positive behavioural support practices including transitions, de-escalation techniques, recognizing triggers, utilizing prompts and self-regulation techniques.
- Good knowledge of practical strategies to adjust the environment to meet participants needs.

- Good knowledge of sensory friendly spaces and activities.
- Basic knowledge of trauma informed practices.
- Sound understanding of volunteer mentorship.

**Skills:**

- Effective communication and problem-solving skills with children, parents, and co-workers.
- Skill and experience participating in or leading indoor and outdoor recreation activities.
- Demonstrates Departments Core Values of Acceptance, Teamwork, Trust, Integrity, Communication.

**Abilities:**

- Must have sufficient physical strength and ability to lift and transfer children/youth with physical challenges.
- Ability to supervise, lead and guide groups of children (6-11yrs) and youth (12-18yrs) that are developmentally diverse.
- Ability to provide opportunity for play, mastery, friendship, and participation during program for youth that live with a disability.
- Ability to facilitate and foster positive peer relationships.
- Ability to work with participants to navigate emotions, relationships and identify self-regulation techniques.
- Ability to work with minimal supervision.
- Ability to work within and contribute to a proactive team environment.
- Ability and willingness to contribute to maintaining a respectful, safe, and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity, and fairness.
- Ability to successfully attain and maintain an RCMP clear criminal record check and vulnerable sector check.

**Education/Training:**

- Must possess one of the following: Community Support Worker Certificate, Education Assistant Certificate, Community Mental Health Certificate, Special Needs Worker Program, or equivalent certification.
- Courses in Recreation Services e.g. High Five, Leadership Training, Managing Challenging Behaviors, or Child and Youth Care etc.
- Occupational First Aid Level 1 (or equivalent) and Child CPR.

**Experience:**

- Minimum two (2) years of related experience working with neurodiverse individuals within the last five (5) years.
- Previous experience working in recreation services.

**Preferred Criteria (For External Candidates Only)**

- Valid Class 5 driver's licence
- Food Safe Level 1 Certificate