



DISTRICT OF SAANICH
PARKS AND RECREATION DEPARTMENT
COMMUNITY SERVICES DIVISION

PROGRAM LEADER II - SUPERVISOR

Up to 2 casual positions

As the Program Leader I – Supervisor for this posting, you will rely on your leadership skills to lead the volunteer program leaders and develop the older adult Social Drop-In programs located at our four recreation centers in Saanich. The supervisor will be responsible for being on site during programs, training, program planning, equipment and supply purchasing, facility booking, target population outreach, preparing written reports and compiling statistics, marketing, and other details to ensure a high-quality program. Reporting to the Programmer I and Programmer II of the department, the Program Leader I - Supervisor effectively communicates and works cooperatively with volunteers, participants, and staff to ensure the development of the program and safety of all volunteers and participants.

Requirements include completion of Grade 12; Six months experience in program planning & administration and working with older adults in a recreation-based setting, including staff supervision; satisfactory police information check completed in the last 6 months period, Emergency First-Aid and CPR-C and proficiency with computers including, excel, word and email programs.

The successful candidate(s) will work varying shifts, weekdays between 8am to 4:30pm – preference will be given to those available during Monday & Wednesday mornings, and Tuesday & Friday afternoons: additional hours may vary, and hours may vary from season to season.

This is a C.U.P.E. Local 2011 position with a wage of \$27.55 per hour plus 15% in lieu of benefits. Job description and competition information can be found at www.saanich.ca. Please apply by 11:45 p.m. on August 14, 2024 quoting competition 24214 to: Human Resources, District of Saanich, 770 Vernon Avenue, Victoria, BC, V8X 2W7 (Fax 250-475-5550) or Email careers@saanich.ca. While we thank all applicants for applying, only those under consideration will be contacted.

The District of Saanich is recognized as one of BC's Top Employers for 2024. As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences.