



## PROGRAM LEADERS – SUMMER CAMPS Auxiliary

### About Us

One of BC's Top Employers, the City of Coquitlam offers meaningful career opportunities to make a difference within the local community. As the sixth largest city in BC, we are home to more than 150,000 residents. Our diverse municipality is a great place to work as it continues to grow through innovative urban design, inspiring arts, culture and recreation programs, and state-of-the-art transportation systems. Our brand is built on managing our resources in a responsible and sustainable manner, while supporting a vibrant, growing regional urban centre. We envision a bright future in Coquitlam that we hope includes you!

### About You / What We Are Looking For

Our Parks, Recreation, Culture and Facilities Department is currently recruiting for enthusiastic Program Leaders to support the City's children's programs throughout the summer! We are looking for candidates who can create lasting memories through leading an inclusive and fun experience for children attending our summer camps.

Program Leaders will have a leadership responsibility for planning, implementing, supervising, and leading a variety of social, cultural, sport, and general interest activities for children and youth. They will provide guidance to volunteers on their program duties and will be responsible for safe and proper use of equipment and facilities. Duties are performed within established guidelines but some independent action and initiative is exercised in leading and instructing assigned programs.

### Minimum Qualifications

Our next Program Leaders must have experience leading recreation programs for 5-14 year olds in a day camp or municipal setting and/or the equivalent coaching and volunteer experience. Candidates must also possess current and valid first aid and CPR certifications (minimum Emergency First Aid with CPR B).

We accept first aid certifications issued by the following training providers:

- Lifesaving Society
- St John's Ambulance
- Red Cross

At the time of application you will be required to upload and submit a copy of your valid and up to date First Aid and CPR certification as a Supporting Document. If you are in the process of obtaining your certification, it must be submitted before your hire date.

### Preferred Qualifications

Other applicable certifications such as High Five and NCCP are considered assets.

**All applicants must be available to participate in testing and interviews on either April 24<sup>th</sup>, 26<sup>th</sup>, or 28<sup>th</sup>. Successful candidates must be available for mandatory training the evening of Tuesday, June 3, as well as the week of June 21 – 27<sup>th</sup>. Candidates must be fully available for work from Monday to Friday 8:30am - 3:30pm for the months of July and August.**



**What We Offer:**

The City offers a CUPE hourly rate for Program Leaders of \$26.10 - \$30.51 (2025 rates) plus 12% in lieu of benefits.

You will have the chance to join a rapidly growing and diverse team dedicated to supporting the local community, and be able to engage in variety of learning and development opportunities. This position is based in Coquitlam.

**Accessibility / Equal Opportunity Employer**

The City of Coquitlam is proud to be an Equal Opportunity Employer working towards enhancing equitable practices in our recruitment and retention processes. As an organization we are committed to creating an inclusive work environment to support our growing and diverse work force. To learn more about what equity, diversity, and inclusion means, and the City's efforts in support of these principles, please visit [coquitlam.ca/edi](http://coquitlam.ca/edi) for more information.

If at any time during the application or recruitment process you require additional assistance or an accommodation, please contact our team for confidential support. Staff can also provide in-person support if required.

Applicants under consideration may be required to undergo a police information check with vulnerable sector (with no adverse reports).

Good people make Coquitlam great, sign up for career alerts through our recruitment portal to stay up to date about opportunities within our team, or follow us on [LinkedIn](#) to learn more about how #YouCouldWorkHere too!

**Please apply online at [www.coquitlam.ca/careers](http://www.coquitlam.ca/careers) by 11:55 pm on April 7, 2025.**

*The City of Coquitlam is an Equal Opportunity Employer.  
We thank all applicants for their interest; however, only those selected for an interview will be contacted.*