



Program Leader
(Summer Camp Counsellor)
1 Temporary Part-Time / Summer Position

Pay Range: \$18.58 - \$23.22 per hour

Term: June 22 to August 19, 2026

Working: 23-31 hours/week (shifts will vary); Preschool, Camps, Recreation Programs

At the City of Leduc, our mission is People. Building. Community. We offer a collaborative and dynamic workplace where our values of Teamwork, Service, Respect and Leadership guide our conduct and contribute to a healthy culture. If you would like to work as part of a progressive organization and enjoy a fast-paced environment, then this may be the opportunity for you.

Come work with us!

Do you enjoy creating positive experiences for the community? The City of Leduc is seeking a motivated **Program Leader** to support engaging preschool recreational programs while helping create safe, welcoming, and inclusive spaces for our residents.

What is the opportunity?

At the City of Leduc, we offer the ultimate day camp experience! Our Leduc Summer Camps are jam packed with activities that never stop! Spend your summer working with a team that is enthusiastic, adventurous and always looking to have fun. In this role, you will report directly to the Recreation Program Supervisor and Recreation Programs Coordinator.

Responsibilities include, but are not limited to:

- Daily interactions with children ages 3-12, parents/guardians and collaboration with team members.
- Deliver outstanding programs, following flexible program planning (Mon - Fri between 7:00 a.m. - 5:00 p.m.) while enforcing camp rules and policies.
- Organize, lead and supervise in a variety of activities (including games, songs, crafts, cooking and outdoor adventures), working indoor and outdoor environments, swim with participants, setting up & dismantling of program equipment and materials.
- Assist in training, development, mentorship and feedback to the Counsellors in Training (CITs) and volunteers.
- Offer superior customer service and leadership to internal and external patrons.
- Assist in maintaining program records including incident reports, first aid reports, behavioural documentation, program feedback and daily attendance.
- Know and understand how to execute all emergency procedures, guidelines and information following training.
- Actively attend and participate in scheduled meetings, training sessions and special staff events.
- Other duties as assigned.

What do you need to succeed?

- Minimum 18 years of age with daily reliable transportation.
- Be proficient at cycling.
- Current Standard First Aid.
- Minimum of 6 months of direct experience with preschool children.
- Experience with programming and implementation of camps with children ages 3 – 6 preferred.
- Knowhow and confidence to execute games, activities and songs appropriate for children ages 3 – 12, planned and spontaneously.
- Techniques, strategies and robust age appropriate dialogue for interactions with upset children, inclusion and being a role model.
- Possess exceptional organization and time management skills to effectively multi-task & prioritize capacities to work independently and/or as a team player.
- Effective skills in communicating, both verbally and written, with co-workers, supervisors, participants and parents.
- Exceptionally self-motivated, punctual, enthusiastic and takes initiative without prompting.
- Proficient in managing stress and confidently making decisions in loud, high traffic and changing environments.
- Ability to walk, stand and sit on the floor. Must be able to talk and hear well. Good vision is imperative. Kneeling, crouching or crawling is required occasionally. Ability to lift 50lbs from floor to waist and up and/or down stairs.

What we offer?

At the City of Leduc, we believe in supporting our employees' well-being and career growth. In addition to a competitive hourly wage, we offer:

- Employee Family Assistance Program.
- Annual City of Leduc recreation pass.
- Free Parking.
- Opportunities to learn and grow within the organization.
- A dynamic, fun, fast-paced work environment.

Important Notes

- The Successful candidate must be able to provide a clean Criminal Records Check – Vulnerable Sector and Child Intervention Check, at own expense, as part of the hiring process.
- Include specific examples of your experience, skills and knowledge in your resume.
- This is a termed position and vacation time off is limited, priority will be given to those with no vacation requests.

Ready to Join Us?

Come be part of a dynamic team where we work together to create fun, safe, and engaging recreation experiences for our community. If you enjoy working with preschoolers, supporting youth and recreation programming, and are passionate about creating positive experiences, we would love to hear from you.

Apply today by submitting your resume at: www.leduc.ca/careers

This competition closes at 11:59 PM (MT) on March 19, 2026. Interviews will be ongoing during the open competition. This competition may be used to fill future vacancies at the same or lower classification level. We thank all applicants for their interest, however, only those selected for interviews will be contacted.

