



**Program Leader**  
(Parks Program)  
Term / Summer Positions

**Classification Level:** \$18.03 - \$22.54 per hour

**Term:** May 26 – August 20, 2025

**Working:** May- June (16-20 hrs/week; T-S, day & evenings) & (July & August 28-40 hrs/week; M-F, day and evenings) (shifts will vary); Parks Program, Camps, Recreation Programs

**Reports To:** Parks Program Supervisor, Recreation Programs Supervisor

**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.

**What will you do?**

- Daily interactions with children ages 5 - 17, parents/guardians and collaboration with team members.
- Deliver outstanding programs, following flexible program planning while enforcing camp rules and policies.
- Organize, facilitate and supervise in a variety of activities (including games, songs, activities and outdoor adventures), working majority of outdoor environments, potentially 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, field level hazard assessments, 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 16 years of age (by May 26) with daily reliable transportation.
- Own a bike helmet and be proficient at cycling. Experience pulling a bike trailer an asset.
- Current Standard First Aid.
- Minimum of 6 months of direct experience with children. Experience with programming and implementation of programs/camps with children ages 5 – 17 preferred.
- Knowhow and confidence to execute games, activities and songs appropriate for children ages 5 – 17, 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 downstairs.

**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.**

## MyRewards@COL

- Competitive salary
- Annual City of Leduc recreation pass, including access to free drop-in programs
- Employee Family Assistance Program
- Free Parking

\*\*Include specific examples of your experience, skills and knowledge in your resume. **Note this is a termed position and vacation time off is limited, priority will be given to those with no vacation requests.** To apply for this position, please visit our website at:

[www.leduc.ca/careers](http://www.leduc.ca/careers)

**Competition closes at 11:59 pm (MST) on March 13, 2025. Interviews will be ongoing during the open competition.**