



*The City of Port Coquitlam is a rapidly growing urban municipality of over 57,000 residents, located in the northeast section of the Lower Mainland. The City is distinguished by a strong sense of community pride and commitment to responsible municipal management in meeting the needs of the community.*

### **Casual Recreation Leader- Arts & Culture**

Our Parks & Recreation Department is currently seeking an out-going, enthusiastic and energetic individual to join our Recreation team as Recreation Leader, Arts & Culture assisting in leading arts activities and delivering programs and services for children ages 4-6 years and 7-12 years. The hours of work are Monday to Friday, 8:30-5:00pm from June 16 – August 29, 2014 (11 weeks). Flexibility with some weekend work may apply.

Reporting to the Arts & Culture Programmer, the duties of this position include:

- To assist in the planning and implementation of weekly Summer Art camps for children (leading, teaching, classroom management, lesson planning and evaluation) and some assistance with Summer in the City Festival events;
- Assist with marketing/promotion of programs and events;
- Other administrative tasks related to the programs/events;
- Assist in supervising programs, participants and activities.

The position is subject to partial funding by the HRSDC – Summer Career Placement Program; therefore, applicants must meet program criteria, which include:

- current registration as a full-time student with the intention of returning to school on a full-time basis in the next academic year, and
- be between the ages of 15 and 30 years (inclusive).

Along with meeting the requirements of the HRSDC – Summer Career Placement Program the successful applicant should have completed General Arts and Fine Art courses at a post-secondary institution with a broad knowledge of arts, culture and heritage; able to make art/culture interesting and accessible to young audiences; some experience with visual art mediums (studio work); previous experience supervising, lesson planning and teaching children ages 3-12 years are assets.

Required certification includes:

- High school Diploma (GED)
- 6 Months full time experience working in an arts related setting and have some experience in a visual arts medium
- 6 months full time equivalent experience working with Children 12 and under in a recreation or related setting
- Minimum 2 post-secondary courses related to fine arts and/or community development or childhood development.
- Facilitation Training
- Standard First Aid
- Serving it Right
- Valid BC Class 5 Drivers License

The terms and conditions of employment are in accordance with the CUPE Collective Agreement. The hourly rate of pay for this casual position is \$20.86 plus 8.2% in lieu of vacation and statutory holidays. Qualified applicants should forward their applications

*We wish to thank all applicants for their interest and advise that only those to be interviewed will be contacted. The City of Port Coquitlam will conduct a criminal records check.*



quoting competition #**14-31C** to the Human Resources Division, 2580 Shaughnessy, Port Coquitlam, BC V3C 2A8; or fax: 604-927-5454; or at [jobs@portcoquitlam.ca](mailto:jobs@portcoquitlam.ca) (with the subject line: **14-31C, First & Last name**). **Deadline to apply: May 12, 2014.**

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