

PROGRAM LEADER

The Program Leader's role is to engage and interact with youth aged 13 to 19 years old and/or children aged 36 months to 12 years, maintain a controlled, safe atmosphere, while using every opportunity to provide a fun and positive environment to learn and grow in a healthy and safe recreational setting. The role will foster development socially, emotionally, physically and educationally.

Responsibilities:

- Engages and interacts with children at all times
- Maintains controlled environment and ensure children follow code of conduct
- Encourages co-operation and problem solving
- Plans for activities in advance and be prepared for when children arrive
- Assists with program ideas and creation as well as development of programming
- Encourages children to work through their conflicts, ensure appropriate language, calmness and a fair outcome
- Communicates proactively with parents/guardians about children's participation
- Leads, supervises, and engages with participants in program activities
- Follows policies and procedures relating to supervision of youth
- Maintains a controlled environment and encourage co-operation, problem solving and conflict resolution
- Completes regular perimeter checks during youth center supervision
- Supports youth and share knowledge of local resources as needed
- Assists with program planning, and ensure the development of safe, fun, and age-appropriate activities
- Performs other duties as assigned

Skills and Experience:

- Grade 12 diploma
- Ability to communicate effectively with children of all ages.
- Works independently and in a team setting.
- Ability to deal with childhood issues such as sharing, bullying, teasing, lying – calmly and tactfully.
- Experience working with youth and an understanding of youth issues.
- Strong interpersonal and public relations skills.
- Demonstrates effective conflict resolution skills.
- Demonstrates leadership ability.
- Ability to be firm, but kind at the same time.
- Ability to establish and maintain effective working relationships with program participants, volunteers, recreation staff and the public.

Job Title: Program Leader
Developed By: Human Resources
Updated: August 2025



- Working knowledge and effective skills related to integrating participants with disabilities.
- Ability to coordinate, play and interact in a variety of creative and sports related activities.
- Physical coordination and stamina necessary to carry out the duties of the position.
- Valid BC Driver's License and Satisfactory Driver's Abstract an asset.
- Responsible Adult Course or Key Elements of School Aged Children an asset.
- Ability to build rapport with participants and co-workers
- Some knowledge of program leadership
- Maturity to work independently, use sound judgement, and make confident decisions relating to program safety, policies, and procedures
- Previous experience working with people with complex needs an asset
- Previous experience supporting youth an asset
- Food Safe Certificate an asset

First Aid Requirement:

This position will require the role holder to obtain and maintain a basic first aid certification (formally OFA Level 1).

Vulnerable Sector Check:

The scope of this role includes being a point of contact for the public including youth and vulnerable persons. A Vulnerable Sector Check will be required for anyone hired into this position.

Emergency Operations:

Anyone actively employed by the Village of Pemberton may be required to assist the Village in providing emergency services. Duties assigned during an emergency situation may differ from regular duties.

Posting Details:

Job Location: PDCC, Cottonwood Street
Job Type: Casual
Application Deadline: Sept 15, 2025
Estimated Start Date: TBC
Job Grade: 8
Salary: \$24.74

The Village of Pemberton is committed to diversity, inclusion, and accessibility. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you have a passion for serving the community and supporting a healthy, safe workplace, we want to hear from you. We celebrate diversity and welcome applications from all interested candidates.