

Township of Langley

Job Title:	Recreation Leader (up to 4)
Competition Number:	24-B012
Employment Type:	Auxiliary
Pay Rate:	\$30.70 – \$36.08 (five steps, 2024 rates) plus 13.5% in lieu of benefits
Hours of Work:	Non-standard work hours and/or non-standard work weeks
Competition Opening Date:	March 27, 2024
Competition Internal Closing Date:	April 14, 2024
Competition External Closing Date:	April 14, 2024

Job Overview

The Township of Langley is currently recruiting for up to four auxiliary **Recreation Leader's** to join our team of professionals in the Recreation Division; Recreation Programs and Services Department. Reporting to the Community Recreation Manager, in this unionized position you will assist in planning and developing recreation programs and activities for residents of all ages. This position will appeal to applicants who are detail oriented, enjoy working in a fast-paced environment and are committed to excellence in customer service.

Responsibilities

- Assist in planning, developing, and scheduling recreation programs, services, and special events
- Assign and supervise the work of auxiliary staff and volunteers
- Promote interest and participation in recreation program activities and prepare promotional material for programs and events
- Enforce rules, regulations and ensure that standards of behaviour and safety are maintained in the facility
- Perform related work as required

Qualifications

- Completion of a two-year program in Recreation or Arts and Culture at a recognized Community College and some related community recreation or arts and culture experience or an equivalent combination of training and experience
- Sound knowledge of the recreational needs and interests of the community
- Ability to assist in planning, developing and scheduling programs, services, and activities
- Ability to supervise the work of employees/volunteers and participate in the employee evaluation and recruitment
- Ability to prepare and maintain documents including, records, reports, publicity, and promotional material

This position is defined by the Township of Langley as a position of trust and requires a Police Information Check (not required as part of the application process, however, will be required upon consideration for employment).

Required Certifications/Licenses

Candidates **must** have the following valid and **current** certifications/licenses (must be valid at the time the posting closes) and these **must** be attached with your application.

- BC Class 5 (full privilege) Driver's License. You must include with your application a current **Personal Driving Record (select the 5-year option if obtaining online)** that has been obtained within 6 months of the closing date. To obtain a copy of your **Personal Driving Record**, please contact ICBC directly or the driving authority where you reside. Please note that a copy of your Driver's License and the Driver Factor Report **will not** be accepted.
- Emergency First Aid and CPR C/AED Certification

Applications without the attached required documents above will be deemed incomplete and may not be considered. Please title your attachments with the number of this competition and have these documents ready to upload when you apply.

Apply Now

Visit tol.ca/careers to apply for this exciting career opportunity in a growing community. The Township of Langley is an equal opportunity employer.

We appreciate all applications; however, only short-listed candidates will be contacted for an interview.