



## **Program Leader**

Casual – Hours vary from 0 – 40 / week  
Schedule may days, evenings and/or weekends  
\$18.03 - \$22.54/hour

### **Come Work With Us!**

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.

### **What is this Opportunity?**

We are currently recruiting for a **Casual Program Leader** for our Recreation Programs department.

At the City of Leduc, we offer the best recreation program experience! From preschool to day camps we not only have fun, but we make fun happen. Spend your working hours being part of a team that are enthusiastic, adventurous and of course having fun. If you like to spend time playing, learning, crafting and making a difference with children, we want you to be a part of our team!

### **Working Conditions:**

- This position reports to the Recreation Programs Supervisor.
- Extensive contact working with preschool, school aged, youth and adult participants.
- Daily program delivery with varied shifts (Day shifts are between 8:30am-4:30pm; evenings are between 5-9pm and weekend shifts between 8:00am-11:00pm).
- Comfortable with swimming, leading activities, reading to children, biking, setting up/storage/dismantling of program equipment and materials in indoor and outdoor settings.
- 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.

### **What will you do?**

- Implementing, facilitating and evaluating program activities; including preschool, day camps, youth, family, senior and special programs.
- Being actively engaged in the safety, well-being and development of the participants in programs.
- Maintain program participant discipline.
- Providing leadership and instruction to staff, volunteers and patrons.

### **What do you need to succeed?**

#### **Education & Experience:**

- Minimum 18 YOA and High School graduate.
- Red Cross Standard First Aid or equivalent.
- Minimum 3 months direct leadership, programming and implementation of programs.

#### **Knowledge:**

- Knowledge of common games, activities and songs appropriate for ages 3 to 15 years.
- Knowledge of age appropriate dialogue for participants ages 3 to 15 years, as well as their parents/guardians.

- Techniques & abilities for interactions with upset children.

Skills:

- Possess exceptional organization and time management skills.
- Implement and organize program elements.
- Effective skills in communicating with co-workers, supervisors, participants and patrons.
- Able and willing to take initiative to address problems or tasks and make progress and improvements.

Abilities:

- Ability to work independently and as a team member.
- Exceptional ability in written and oral communications.
- Strong ability to multi-task and prioritize a workload effectively.

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- Competitive salary.
- City of Leduc Employee and Family Assistance Program (EFAP).
- Annual City of Leduc recreation pass, including access to free drop-in programs.
- Free parking.

**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.**

This position is great for students or stay at home parents that have flexible daytime availability. If this sounds like you, we want to hear from you! To apply, please visit our website at:

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

**Competition closes at 11:59 pm (MT) on July 3, 2025. This competition may be used to fill future vacancies at the same or lower classification level. Due to the high volume of resumes received, we are not able to respond to individual phone calls. We thank all applicants for their interest, however, only those selected for interviews will be contacted during the open competition.**