



## JOB POSTING

POSITION TITLE	<b>Birthday Party Leader</b>
REPORTS TO	Supervisor of Physical Literacy Programs
COMMITMENT	2-16 hours/week, weekends only, with opportunity for increased hours if requested.
COMPENSATION PACKAGE	Hourly rate ranges from <b>\$17.75 - \$22.25</b>

### ORGANIZATION SUMMARY

PISE is a charitable non-profit organization that provides education, programs and services across South Vancouver Island, while managing the Pacific Institute for Sport Education facility. We are nationally recognized for work in the areas of physical literacy and inclusion and also deliver the esteemed Canadian Sport School program for high performance athletes in Grades 10 to 12. Our vision is to transform lives through healthy activity and sport by providing physical activity, health and sport education programming and services for children, youth and adults that focus on inclusion, physical literacy, active living, and the development of performance sport.

### POSITION SUMMARY

PISE Birthday Party Leaders work part time on the weekends. In this role, you will be responsible for supervising birthday party activities, including the use of PISE's inflatable playground and physical activity equipment during the party. Birthday Party Leaders will create a fun and welcoming environment and ensure that the party runs smoothly. Birthday Party Leaders will also be responsible for the setup and takedown of the inflatable playground and other equipment. PISE is committed to providing programs for children & youth who many not otherwise have access and therefore leaders may work with vulnerable youth, individuals with a disability, indigenous youth and low-income families, as well as typical populations.

### KEY ROLES & RESPONSIBILITIES

- Work as part of a team overseeing the delivery of fun, engaging birthday parties.
- Supervise play on the inflatable playground; explain rules of use, ensure rules are followed and that maximum capacity is maintained.
- Ensure a safe environment (physically & emotionally) for children
- Maintain verbal and written communication with the team regarding successes and challenges
- Deliver first aid as necessary
- Responsible for setup and takedown of birthday party equipment, including the inflatable playground and physical activity equipment. **Some heavy lifting will be required for larger equipment.**
- Ensure the birthday party space is kept clean; maintain cleanliness between parties including sweeping and wiping down surfaces, as needed.
- Communicate with parents during party; greet all participants/ adults, answer questions and ensure expectations are upheld.
- Promote PISE as a destination for sport development & community programs
- Complete other tasks related to the physical literacy department

### KNOWLEDGE, SKILLS & ABILITIES

- Possesses strong leadership and interpersonal skills
- Demonstrates drive and initiative
- Enjoys working in a fun environment and promotes physical activity for children and youth
- Ability to interact with children ages 1-7 appropriately, including delivering instructions with a positive tone
- Promotes teamwork and commitment to PISE's overall mission, vision, and goals



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### QUALIFICATIONS

- Current Standard First Aid CPR/AED Level C
- Current Police Information Check with Vulnerable Sector Screen, or willingness to provide one prior to start of position
- HIGH Five Principles of Healthy Childhood Development certificate considered an asset
- Physical Literacy Instructor Certification considered an asset
- Experience leading a variety of physical activities and sports for children and youth with varying abilities
- Healthy lifestyle and an interest in health & wellness

### TO APPLY

Please submit a resume and a cover letter by **11:59pm, Aug 23, 2023** to:

Brianna Coburn  
Human Resources & Administrative Coordinator  
[careers@pise.ca](mailto:careers@pise.ca)

*Thank you for your interest in PiSE.*

*Please note, due to the number of resumes received,  
only candidates selected for an interview will be contacted.*

*Pursuant to Section 41 of the BC Human Rights Code, preference may be given to applicants of the four designated groups;  
women, persons with disabilities, Aboriginal peoples, and visible minorities.*