



JOB POSTING

POSITION TITLE	Birthday Party Programmer
REPORTS TO	Supervisor of Physical Literacy Programs
COMMITMENT	24 hours/week, Saturday & Sunday required with up to 8 hours during the rest of the week, September to June.
COMPENSATION PACKAGE	\$21.25 per hour.

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

The Birthday Party Programmer is responsible for overseeing PISE staff facilitating birthday party activities, including the use of PISE's inflatable playground and physical activity equipment. The Birthday Party Programmer will liaise with the families and PISE staff to ensure that the party runs smoothly, including email and phone communication before the day. The Birthday Party Programmer will also be responsible for the setup and takedown of all equipment and necessary spaces related to birthday parties in multiple locations throughout the facility. In addition, facilitation of other PISE children's programs on the weekend is required. 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

- Oversee the delivery of fun, engaging birthday parties.
- Plan dates, times and other logistics related to offering numerous parties throughout the day
- Create birthday party programs in registration system and maintain website with up-to-date information
- Communicate with families about their booking with all necessary information within required time limits
- Communicate with families regarding the expectations of PISE staff during parties.
- Communicate with Birthday Party Leaders regarding the play and expectations for children and families during parties.
- Communicate with parents during party; greet all participants/adults, answer questions and ensure expectations are upheld.
- Problem solve any issues and challenges related to PISE children's programs and birthday parties
- Maintain verbal and written communication with the team regarding successes and challenges
- Assist in the setup and takedown of birthday party equipment, including the inflatable playground and physical activity equipment, nerf guns and bullets and mats. Some heavy lifting will be required for larger equipment.
- Ensure the birthday party spaces are kept clean; maintain cleanliness between parties including sweeping and wiping down surfaces, as needed.
- Ensure a safe environment (physically & emotionally) for children and staff
- Promote PISE as a destination for sport development & community programs
- Complete other tasks related to the physical literacy department



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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 1-10 appropriately, including delivering instructions with a positive tone
- Ability to think quickly and communicate effectively with adults
- Promotes teamwork and commitment to PiSE's overall mission, vision, and goals

QUALIFICATIONS

- 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, August 11th, 2024** to:

Brianna Wheeler
Human Resources & Administrative Coordinator
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.*