



## Penticton Indian Band

841 Westhills Drive,  
Penticton, British Columbia  
Canada V2A 0E8

Telephone: 250-493-0048 Fax: 250-493-2882

May 6, 2026

### Employment Opportunity

The Penticton Indian Band (PIB) is currently seeking an ambitious and qualified individual to fill the following position:

<b>Position Title:</b>	<b>Sun-Fun Assistant</b>	<b>Pay Rate:</b>	\$ 18.25 - 20.00 /hr
<b>Department:</b>	Social Development Department	<b>Classification:</b>	10/Seasonal
<b>Status:</b>	Full-time, Term	<b>Working Hours:</b>	35 hours per week
<b>Responsible To:</b>	Sun-Fun Coordinator, Social Development Manager		
<b>Location:</b>	842 Westhills Drive, Penticton, BC V2A 0E3		
<b>Deadline:</b>	<b>May 21, 2026</b>		

#### Job Summary:

Reporting to the Sun Fun Coordinator and Youth Recreation Team Lead, the Sun-Fun Assistant is a temporary summer job position from June 30, 2025, to August 27, 2025. In this position, the Sun Fun Assistant will aid in providing meaningful and age-appropriate land-based, cultural activities and recreational sports for children and youth entering grade 3 – grade 7. During the 8 weeks of the Sun-Fun Program, the Sun Fun Assistant will work under the direction of the Sun-Fun Coordinator and Youth Recreation Worker.

#### Duties/Responsibilities:

##### Job Responsibilities and Work Performed

- Assist in supervision, and actively participates in all aspects of the program with the children and youth
- Works in a team environment to ensure every participant has a quality, safe, and fun experience
- Assists in creating an ongoing positive engaging atmosphere for the children and youth
- Assists in creating a fun, skill-building, and educational experience through games and activities that are land-based and is safe and appropriate for all children and youth that are enrolled in the program.
- Assists in guiding and encouraging active participation of all children and youth in activities.
- Assists in monitoring attendance and enforces rules pertaining to safety of all children and youth every day.
- Assists in creating weekly plans of all activities and outings in advance to communicate information to the parents/guardians, children, and youth.
- Demonstrates leadership, energy, and enthusiasm to the Sun Fun environment each day.
- Actively communicates with families and to the Sun Fun Coordinator for updates.
- Administers first aid in case of injury and assists in completing incident report(s) form on all injuries.

- Assists the Sun Fun Coordinator to create and develop the following forms:
  - Registration
  - Attendance Sheet
  - Parental Permission
  - Photo Release
  - Injury Report
  - Evaluations (age appropriate)

### **Qualifications/Requirements:**

#### **Minimum Academic/Educational Requirements**

- Continuing High School or Post-Secondary education in the Fall
- Successful completion of Criminal Records check including Vulnerable sectors check

#### **Specific Job Skills Required**

- Always maintain Professionalism with co-workers, parents/guardians, and children/youth
- Effective communication skills with children and parents/guardians.
- Experience working with children in day camp's and/or related setting as a leader or volunteer
- Experience in being organized in scheduling/programming children/youth activities
- Ability to problem-solve and multi-task. Can work independently and in a team environment.
- Proficient in computer skills (Word, Excel, PowerPoint, etc.)
- Valid Standard First Aid, CPR-C and AED Certificate
- Ordinarily a resident on Reserve.

#### **Assets:**

- Previous day camp experience is considered an asset.
- Experience working with children in day camp's and/or related setting as a leader or volunteer
- First Nations heritage
- Lifeguard certificate
- Knowledge of the Okanagan culture and language

#### **Working Conditions:**

- Majority of work will be done outside and on the land in environmental situations
- Fast paced environment due to daily activities with children and youth. Must adapt and problem solve quickly in a team environment.
- Working environment and safety protocols of the highest calibre, working with face masks worn when necessary.

Preference will be given to qualified Aboriginal applicants as per section 21 of the Human Rights Code.

\*All Penticton Indian Band employees are encouraged to learn about the culture, language and customs of the Okanagan people and must be willing to continuously upgrade their skills and knowledge and further their formal education.

The Penticton Indian Band offers a great team and respectful work environment. If you are qualified and looking for an exciting and rewarding career. Please send a resume and cover letter to the attention of:

**Armando O. Lopez, HR Manager  
Penticton Indian Band**

**Mail:** 841 Westhills Drive  
Penticton, BC V2A 0E8

**Fax:** (250) 493-2882

**Email:** [jobs@pib.ca](mailto:jobs@pib.ca)

**In Person:** PIB Administration Offices – 841 Westhills Drive, Penticton, BC

*The Penticton Indian Band provides equal employment opportunities to all, regardless of race, national or ethnic origin, color, religion, age, sex, sexual orientation, marital status, family status, political belief, creed, disability that does not prohibit performance of essential job functions or that cannot be accommodated, or conviction for which a pardon has been granted. However, where two or more applicants have comparable or equivalent skills and qualifications, preference shall be given, in the following order, to persons with specific knowledge of and/or experience with Sn'Pink'tn(Penticton) language (N'syilxcen), culture, history and customs; persons of Aboriginal, Métis or Inuit ancestry; and all others. We thank all those who apply; however, only those candidates selected for interview will be contacted.*

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