



## 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 Coordinator</b>	<b>Pay Rate:</b>	\$ 21.00 - 26.00 / 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>	PIB Social Development Manager		
<b>Location:</b>	291 Outma Sqilx'w Place, Penticton, BC V2A 0E3		
<b>Deadline:</b>	<b>May 21, 2026</b>		

#### Job Summary:

Reporting to the Youth Recreation Team Lead, the Sun-Fun Coordinator is a temporary summer job position from June 30, 2025, to August 27, 2025. In this position, the Sun-Fun Coordinator will assist with planning and implement land-based, cultural activities, while including recreational sports and invited guest speakers to attend the 8-week long Sun-Fun program that will provide meaningful and age-appropriate activities for PIB community member's children and youth in grade 3 – grade 7. The Sun Fun Program will be delivered in a safe, fun, and positive atmosphere.

#### Duties/Responsibilities:

##### Job Responsibilities and Work Performed

- Supervises, leads, instructs, and actively participates in all aspects of the program with the children and youth in sports, arts & culture activities
- Works in a team environment to ensure every participant has a quality, safe, and fun experience
- Creates a positive engaging atmosphere for the children and youth and creates 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.
- Monitor's attendance and enforces rules pertaining to safety of all children and youth every day.
- Creates 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 Social Development Programs Manager for updates.
- Administers first aid in case of injury and completes an incident report form on all injuries.
- Planning and budgeting for supplies and equipment.
- As required create and develop the following forms:
  - Registration

- Attendance Sheet
- Parental Permission
- Photo Release
- Injury Report
- Budget Documentation
- Evaluations (age appropriate)
- Implementation of program by:
  - Transportation schedule
    - Booking Vans/ Bus Drivers
  - Weekly newsletter submissions
  - Collaboration with other child/youth programs within community and nation
    - E'nowkin Centre
    - Okanagan Nation Alliance (programs hosted throughout the summer)
    - Penticton Community Centre
  - Budgeting of nutritional needs
    - Submitting expense requests
    - Weekly shopping for lunch and snacks

## **Qualifications/Requirements:**

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

- Continuing High School or Post-Secondary education in the Fall
- Successful completion of Criminal Record 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, coaching, or instructing is considered an asset.
- Experience working with children in day camp's and/or related setting as a leader or volunteer
- First Nations heritage
- Knowledge of the Okanagan culture and language
- Lifeguard certificate
- Valid Class 4/5 Drivers License (preferred)

### **Working Conditions:**

- Majority of work will be done outside on the land and in environmental factors
- 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 Fax: (250) 493-2882  
Penticton, BC V2A 0E8 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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