



Macdonald-Headingley
R E C R E A T I O N D I S T R I C T

JOB DESCRIPTION
BEFORE AND AFTER SCHOOL
PROGRAM LEADER

POSITION TYPE:	Part Time Term (September – June)
REPORTS TO:	Macdonald-Headingley Recreation District Project & Program Coordinator and Program Supervisor
HOURS:	Monday through Friday (as per the Red River Valley School Division school calendar) 7:00 am – 9:00 am 3:30 pm – 6:00 pm 18 – 22.5 hrs per week
RATE OF PAY:	\$14.00 per hour
PROGRAM LOCATION:	Oak Bluff Recreation Centre Starbuck Recreation Centre

DESCRIPTION

Recognizing that children need to learn from a caring role model in a safe and welcoming environment, the Program Leader will be responsible for supporting an environment that helps children shine. The Program Leader will work collaborative with other staff to supervise implementing a quality recreational child-care program that engages and promotes positive experiences.

Role and Responsibilities:

- Implement program plans for the Before and After School Program developed by the Program Supervisor and Program Coordinator
- Instruct, lead, and interact with children during the program
- Treat children with dignity and respect
- Ensure all equipment and supplies are in good, safe condition and are used appropriately
- Monitor children's participation, providing coaching, guidance, and encouragement where necessary
- Handle incidents, problems, and emergencies professionally and with discretion
- Maintain open communication with parents, providing feedback and answering inquiries as requested and/or required
- Report all incidents and parent concerns to the Program Supervisor

- Maintain, plan, revise and deliver program changes or special projects, to fit the recreation needs of children
- Assist with the evaluation of the program and activities to ensure relevancy
- Work collaboratively with the Program Supervisor to develop new ideas for the program that meet the needs of participants and adhere to program outcomes
- Perform administration tasks and maintenance of registration information.
- Maintain a neat and tidy program space
- Represent the Macdonald-Headingley Recreation District and practise exceptional customer service practices

WORK ENVIRONMENT

- Physically demanding; must be able to maintain physical activity with children, leading and coaching through exercises and programs
- Supervising and leading children in the outdoors in all weather environments

KNOWLEDGE, SKILLS, AND ABILITIES

- Effective verbal and written communication skills
- Strong organizational and administrative skills
- Ability to foster and lead a positive and cooperative work environment
- Knowledge and skills in a variety of program areas (i.e. outdoor play, sports, games, art, etc.)
- Ability to maintain administrative records and track payments
- Ability to handle injuries and high emotion situations with children

QUALIFICATIONS:

- Must be 18 years of age or older
- Experience coordinating, implementing and supervising children's recreational and/or outdoor programming
- A self-starter with the ability to work independently
- Experience leading and interacting with groups of children, within a range of ages
- Valid First Aid Certificate
- Clear Criminal Record and Child Abuse Registry checks
- Degree or diploma in Early Childhood Education, Recreation and Leisure, or Education would be considered an asset
- Experience supervising and coordinating staff and/or volunteers would be an asset
- Team player with a positive attitude