



**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 SUPERVISOR**

<b>POSITION TYPE:</b>	Part Time Term (September – June)
<b>REPORTS TO:</b>	Macdonald-Headingley Recreation District Project & Program Coordinator
<b>HOURS:</b>	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
<b>RATE OF PAY:</b>	\$16.00 per hour
<b>PROGRAM LOCATION:</b>	Oak Bluff Recreation Centre Starbuck Recreation Centre

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#### **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**

- Planning, developing and implementing program plans for the Before and After School Program
- 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 Coordinator
- Implement an evaluation process of the program and activities to ensure relevancy

- Work collaboratively Program Leaders 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