



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

**JOB DESCRIPTION**  
**SUMMER DAY CAMP**  
**JUNIOR PROGRAM LEADER**

<b>POSITION TYPE:</b>	Seasonal Term (June 29 – August 28)
<b>REPORTS TO:</b>	Summer Day Camp Program Supervisor
<b>HOURS:</b>	Monday through Friday 9:00 am – 4:00 pm 35 hrs per week
<b>RATE OF PAY:</b>	\$12.00 per hour
<b>PROGRAM LOCATION:</b>	Oak Bluff Recreation Centre
<b>DEADLINE TO APPLY:</b>	Friday, April 24 <sup>th</sup> , 2020

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**DESCRIPTION**

Under the guidance of the Program Supervisor and Macdonald-Headingley Recreation District, the Junior Program Leader will work as part of a team to assist with planning, facilitating and delivery of camp activities.

**Role and Responsibilities**

- Assist with the planning, implementation and evaluation of the Summer Day Camp
- Support Day Camp sign-in/sign-out in accordance with MHRD procedures
- Be an enthusiastic and positive role model to children throughout Day Camp activities
- Ensure that all activities are enjoyable and safe for participants
- To be actively involved in all aspects of the Summer Day Camp program
- Positive role modeling for Leaders in Training participants
- Assist in the daily maintenance and cleanliness of the Oak Bluff Recreation Centre
- Commit to pre-camp training and 9 weeks of Day Camp Program
- Provide a safe and nurturing environment
- Support children with problem solving, compatibility and conflict resolution
- Ensure all equipment and property is maintained at an optimal level of cleanliness and tidiness

- Represent the Macdonald-Headingley Recreation District and practise exceptional customer service practices
- Other duties as assigned

### **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 work independently, as well as in a team environment
- Ability to handle injuries and emotional 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
- Team player with a positive attitude
- Demonstrated skills in positive behaviour management with children
- Valid Driver's License and access to a vehicle
- Access to a vehicle?