



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

**JOB DESCRIPTION**  
**SUMMER CAMP**  
**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 7:00 am – 2:00 pm or 11:00 am – 6:00 pm 35 hrs per week
<b>RATE OF PAY:</b>	\$14.00 per hour
<b>PROGRAM LOCATION:</b>	Oak Bluff Recreation Centre
<b>DEADLINE TO APPLY:</b>	April 24, 2020

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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 implement a quality recreational child-care program that engages and promotes positive experiences.

**Role and Responsibilities:**

- Assist with the planning, implementation and evaluation of the Summer Day Camp
- 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
- 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
- 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
- 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
- Team player with a positive attitude
- Degree or diploma in Early Childhood Education, Recreation and Leisure, or Education would be considered an asset