



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
PROGRAM SUPERVISOR

POSITION TYPE:	Seasonal Term (June 15 – August 28)
REPORTS TO:	Project & Program Coordinator
HOURS:	Monday through Friday 7:00 am – 2:00 pm or 11:00 am – 6:00 pm 35 hrs per week
RATE OF PAY:	\$16.00 per hour
PROGRAM LOCATION:	Oak Bluff Recreation Centre
DEADLINE TO APPLY:	Friday, April 24th

DESCRIPTION

Recognizing that children need to learn from a caring role model in a safe and welcoming environment, the Program Supervisory will be responsible for supporting an environment that helps children shine. The Program Supervisor will lead the Day Camp Staff Team in the implementation of a quality recreational child-care program that engages and promotes positive experiences. The Program Supervisor is responsible for the safety of participants during all activities.

Role and Responsibilities

- Assist with the planning, implementation and evaluation of the Summer Day Camp
- Be an enthusiastic and positive role model to children and Program Leaders throughout Day Camp activities
- Assist in training, supervising and evaluating Program Team members including volunteers.
- Ensure that all activities are enjoyable and safe for participants
- Be actively involved in all aspects of the Summer Day Camp program
- General supervision and 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
- Schedule Summer Day Camp program staff
- 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 handle injuries and high emotion situations with children
- A self-starter with the ability to work independently, as well as in a team environment

QUALIFICATIONS:

- Must be 18 years of age or older
- Experience coordinating, implementing, and supervising children's recreational and/or outdoor programming
- 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
- Demonstrated skills in positive behaviour management with children
- Valid Driver's License and ability to provide own transportation to program site