

POSITION: Recreation Program Leader – Summer Camps

DEPARTMENT: Recreation

SUMMARY:

Under general supervision of the Recreation Programmer and Recreation Manager, the Recreation Program Leader – Summer Camps leads all summer camp groups to their activities, performs a variety of recreation duties; provides leadership and direction for programs as needed; supervises facilities and excursions; provides guidance to campers engaged in recreation activities; maintains communication with parents and Recreation staff and performs other related duties as required.

Standard First Aid and High Five training will be provided as needed. See Recreation Program Guide for training dates.

Position starts July 2, 2020 and continues until August 21. Leader will work Monday to Friday 9 am to 5 pm for the following weeks: July 6 – 10, July 13 – 17, July 27 – 31, August 10 – 14, August 17 – 21.

DUTIES AND RESPONSIBILITIES:

- Works with groups in implementing assigned programs.
- Performs building attendant tasks including set-up and take-down of equipment, tables and chairs as needed.
- Assures facilities, equipment and play areas are maintained in a clean, safe and satisfactory fashion. Checks for and reports safety hazards.
- Plans and supervises a variety of athletic, recreation programs.
- Maintains attendance, safety and activity records.
- Maintains discipline at assigned facility, enforces rules and regulations governing assigned programs and completes incident reports.
- Renders routine first aid as necessary.
- Performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED:

Immediate Supervisor: Recreation Programmer
Recreation Manager

EDUCATION, KNOWLEDGE AND SKILLS:

ESSENTIAL:

Education: Competence in all aspects of recreation instructions pertinent to

program area responsible for, at a level appropriate to community requirements, acquired through practical experience, course work or a combination thereof.

Competence in general administrative procedures, acquired through generally recognized course work, practical work experience or a combination thereof.

Experience: Experience related to Program Area

Licences/Certificates Clear Criminal Record Check
Standard First Aid and CPR Level C (Provided as needed)
Principles of Healthy Child Development (Provided as needed)

Specific Skills Demonstrated ability to follow directions and work with minimal supervision. Exceptional verbal and written communication skills, good organizational skills and the ability to work effectively with people and groups within the organization and the community.

Pay Rates: \$18 - 30 per hour dependent on skills and certifications

JOB DESCRIPTION APPROVAL AND DESIGNATION

- Full-Time:**
- Part-Time:**
- Permanent:**
- Temporary:**
- Casual:**

Signature
Department Head:

Signature
Chief Administrative Officer:

Effective Date: _____