



RECREATION LEADER ORIENTATION AND TRAINING POLICY

PURPOSE

41.1 To train leaders so that they understand how best to perform their role and responsibilities. To ensure that all leaders receive standard training that provides them with a solid understanding of children's developmental needs and a clear picture of what is required of them in providing a safe and positive program experience.

POLICY

41.2 The Municipality of Shelburne's Recreation and Parks Department is committed to providing quality experience to all participants who use our services and programs. All leaders will receive core training/orientation on child development, behavior management practices, communication, policies and procedures and safety and emergency procedures. Leaders need to be able to manage programs in a way that makes participants feel safe, cared for and good about themselves.

41.3 PROCEDURE

1. Leaders will complete the minimum training prior to being placed with children.
2. All program leaders will complete the following minimum certification requirements:
 - a. High Five Sport or Equivalent
 - b. Emergency First Aid or Higher
3. The department will ensure that policies and procedures, safety and emergency procedures, behavior management practices and communication are covered during orientation sessions before leaders are placed with children.
4. The department will seek and provide additional training opportunities that are relevant to leaders to help them develop further.
5. Participation in training will be documented in the leader's personnel file. Documentation will include the date, type of training received, and a photocopy of certificates.
6. To maintain a high standard of leadership, all leaders will be monitored on an ongoing basis and will be formally evaluated by the Recreation Coordinator at the end of July (mid-summer check) and at the end of August (end of their position).

THIS IS TO CERTIFY that the Council of the Municipality of the District of Shelburne duly passed the policy respecting Recreation Leader Orientation and Training on the 28th day of May, 2018.

SIGNED this _____ day of _____, 2018

WARDEN

CHIEF ADMINISTRATIVE OFFICER

Approved by Council: May 28, 2018

Effective Date: May 28, 2018