

## Municipality of the District of Shelburne

### Position Description

**Title:** Summer Program Leader

**Reports to:** Director of Recreation & Parks & Recreation Coordinator

**Department:** Recreation & Parks

**Status:**  Permanent       Seasonal       Summer       Term  
 Full-time       Part-time       Casual

#### Position Summary:

Summer Program Leader shall work co-operatively with other summer staff to help with the implementation of all summer recreational programs. Program Leader shall lead activities and create a welcoming and inclusive program environment for all participants, youth leaders and staff/volunteers. Program Leader shall maintain a high level of safety at all times and work effectively as a team member. This position description is a general scope of duties and does not limit Management's ability to assign other responsibilities to this position from time to time.

#### General Responsibilities:

1. Assist with planning, promoting, teaching/leading, and evaluating summer programs. This will include preparation for programs and site maintenance (set up & clean-up).
2. Provide support to Camp and Activity Coordinators with the preparation and execution of all summer programs.
3. Assist the Recreation Coordinator with other programs, as needed.
4. Be aware that participants of all abilities are welcome in summer programs and ensure that individuals with disabilities feel welcomed, included, and supported in the programs in which they are participating.
5. Provide support to Inclusion Support Staff.
6. Ensure that all municipal policies and procedures are being adhered to when planning, communicating, and implementing programs.
7. Understand the role of the Youth Leader and actively include them in summer programs.
8. Implement programs with energy and enthusiasm with an emphasis on safety & fun.
9. Take attendance at programs and ensure all participants are registered.
10. Communicate with parents of program participants to let them know of their child's progress.
11. Conduct inventory and organize and care for all program equipment.
12. Participate in training opportunities, as required.
13. Promote Fair Play and Principles of Healthy Childhood Development.
14. Deal with conflicts with participants, other staff, and the public in a mature, professional, and courteous manner.
15. Act as a role model for other staff, Youth Leaders, and program participants.

16. Be aware of public perception both on and off the job.
17. Help lead activities at special events & annual festivals such as Dock St Days, the Shelburne Co. Exhibition parade, etc.
18. Staff will have access to confidential information and will be required to follow the Department's Confidentiality Policy.
19. Follow the current Public Health COVID guidelines to ensure the safety of all participants, staff and volunteers and be a role model to participants by practicing proper COVID safety procedures.
20. Perform other duties as required.

**Skills Required:**

1. Experience with planning, promoting, delivering, and evaluating recreational programs.
2. Positive attitude
3. Must enjoy working with all ages, especially children and youth.
4. Emotionally mature with good moral character
5. Medium to high proficiency in some aspect of recreation: sport, physical activity, arts, Day Camps.
6. High level of organizational skills.
7. Ability to work as part of a team and be a valuable team member.
8. This employee must exercise a high degree of accountability and confidentiality in their job.
9. Conflict resolution skills to tactfully handle concerns from program participants, the public and other staff.
10. This employee must recognize that they are a public servant and must show utmost respect always when dealing with other staff, program participants and the public.

**Hours of Work:**

This is a non-union position that operates in the Recreation & Parks Department. This position will require 32.5-40 hours of work per week (June 27<sup>th</sup> to August 26<sup>th</sup>- 9 weeks). Due to the nature of recreational programs and events, evening and weekend work will be required.

**Rate of Pay:** \$13.50 per hour

**Qualifications:**

1. Must have experience working with children
2. Experience teaching, coaching or leading activities/programs preferred
3. Current Standard First Aid and CPR/AED
4. Pass a Police Record check & Child Abuse Registry check
5. Must be willing to learn new skills related to recreation

Note: Along with an oral interview, candidates may be required to complete a practical interview to assess technical and job specific knowledge. Candidates who are selected for an interview, may be assessed in a group setting, scheduled at the employer's discretion.