

## MUNICIPALITY OF THE COUNTY OF CUMBERLAND

### Position Description

## **Springhill and Parrsboro Summer Recreation Supervisor**

*Term of employment: May 10th – September 3<sup>rd</sup>, 2021*

### **Description**

The Summer Recreation Supervisors are responsible for the ongoing supervision, evaluation, and support of the Summer Program Leaders during all summer programs and special events. This includes a weekly adventure camp, sport programs, and community-based physical activity opportunities and events. The Summer Program Supervisors must have a passion for connecting children, youth, and adults to nature and be excited and motivated to explore new opportunities within our current programs. In addition, the Summer Recreation Supervisors will have an opportunity to explore adding programs and events with a focus on children, youth, adults, and seniors increasing the physical activity and connection to nature. Program development, implementation, and evaluation experience is an asset. Supervisors will be required to coach and assist in the promotion and operation of all summer programs.

Successful candidates must be able to adapt to a fast-paced environment and be willing to work collaboratively with others. They also must be task oriented, able to work independently and have excellent time management and communication skills. Prior supervisory experience is an asset.

This position is based on a 40-hour work week and may require evenings and weekends shifts.

This position is open to anyone between the ages of 15-30. Applicants do not have to be returning to post-secondary in the fall.

The Summer Recreation Supervisors will report directly to the Active Living Coordinator.

### **Behavioral Competencies**

Behavioral competencies are how we behave, act, and think in the workplace. They are attained through formal and informal education and training, life and work experiences, and in our relationships. The core competencies required by this position include:

Teamwork

Customer Service

Communication

Flexibility

### **Key Outcomes and Responsibilities**

- Assist in the development, creation, and implementation of the Adventure Camp Program.
- Work in coordination with the Active Living Coordinator in the development and delivery of in-house staff training.
- Responsible for the creation and delivery of summer program promotional materials.
- Work in cooperation with the Active Living Coordinator with scheduling, volunteer recruitment, registration and delivery of the summer sport programs, community programs and events.
- Assist in the planning and delivery of community special events, which include but not limited to Canada Day Ceremonies, Old Home Week Festival, Pride Week, Bike Week etc.
- Ensure all programs have a safe, age appropriate and child centered approach and delivery.
- Evaluation of programs, events, and Summer Program Leaders.
- Budget tracking.
- Staff and volunteer scheduling.
- Assist in program delivery when needed.
- Communication between parents, Municipal staff, co-workers, community members, coaches, and key stakeholders.

### **Qualifications and Skills**

- Proficiency in Microsoft Office, Word, Excel, Power Point, and Publisher is an asset
- Excellent time management, coordination, and communication skills
- Ability to work independently as well as in a team environment
- Prior supervisory experience (work or volunteer) is an asset
- Quality conflict resolution and leadership skills
- Positive attitude and forward-thinking skills
- Knowledge of child and program development
- Prior work experience in programming - with children and adults
- Ability to work efficiently in a team environment as well as independently

### **Requirements**

- Current Criminal Record Check upon interview is an asset
- Current Child Abuse Registry Check upon interview is an asset
- Current Emergency First Aid and CPR is an asset
- Ability to legally work in Canada
- Valid drivers license