

## MUNICIPALITY OF THE COUNTY OF CUMBERLAND

### Position Description

## **Various Communities within Cumberland County Summer Recreation Facilitator**

*Term of employment: May 24<sup>th</sup> – August 26<sup>th</sup>, 2022*

### **Description**

The Summer Recreation Facilitator will be responsible for the development and delivery of Mini Day Camp Program, Timbits Soccer Programs and community-based opportunities for children, youth, adults, and seniors in rural communities throughout the Municipality. Successful candidates will be required to travel between communities during the weekday to provide safe, quality, equitable, engaging programs for all. Special attention will be taken on connecting people to nature and encouraging them to explore, take risks and be active outside in a safe environment. The successful candidate will also work in coordination with the Active Living Coordinator to establish the program structure, goals and objectives for all programs delivered in select rural communities. Program development, implementation, and evaluation experience is an asset. Facilitators will be required to promote and oversee the 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 program experience is an asset.

This position is based on a 40-hour work week and, on rare occasions, may require working evenings or weekends shifts.

The Summer Recreation Facilitator will report 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  
Adaptability

Customer Service  
Leadership

Communication  
Flexibility

### **Key Outcomes and Responsibilities**

- Assist in the development, creation, and implementation of quality Mini Day Camp, Timbit soccer, activities and events for youth and adults in select rural communities throughout the Municipality.
- Responsible for the supervision and safety of all participants in the programs.
- Ensure all youth programs have a safe, age-appropriate, and child-centered delivery and approach.
- Ensure all community programs have a safe, age-appropriate delivery and approach.
- Assist in the creation and delivery of promotional materials.
- Work in coordination with the Active Living Coordinator towards the development and implementation of the Mini Day Camps, Timbit Soccer and multi age programs. This includes, but is not limited to, scheduling, volunteer recruitment, group management and team organization.
- Evaluation of program and events. Assist the Active Living Coordinators in the planning and delivery of community special events which include but are not limited to: Pride Week, Bike Week, etc.
- Submit reports to the Active Living Coordinator
- Ongoing communication between participants, parents, municipal staff, coworkers, community members, coaches, and key stakeholders.

### **Qualifications and Skills**

- Excellent time management, coordination, and communication skills
- Positive attitude and forward-thinking skills
- Basic knowledge of computer applications – word, excel etc.
- Knowledge of child development and management
- Experience and sincere interest in working with children
- Possess a professional and helpful demeanor
- Knowledge and experience with program development and facilitation
- Knowledge and experience of child and program development
- Ability to work efficiently independently as well as in a team environment

### **Requirements**

- Post-Secondary education in a related field would be an asset
- Criminal Record Check and Child Abuse Registry Search
- Current Emergency First Aid and CPR is an asset
- Ability to legally work in Canada
- Valid driver's license and reliable vehicle with requirement to travel