

MUNICIPALITY OF THE COUNTY OF CUMBERLAND

Position Description

Parrsboro, Springhill and Pugwash Summer Recreation Leader

Term of employment: June 27th – August 31st, 2022

Description

The Summer Recreation Leaders will be responsible for the ongoing delivery of the weekly Day Camp Program, sport programs, and community-based opportunities and events. They will also work in coordination with the Summer Recreation Supervisors and Active Living Coordinator to establish the program structure, goals, and objectives. The weekly Day Camp Program is open to children and youth 5-12 years of age and will take place 4 days a week. The program will focus on connecting children to nature, providing creative opportunities, exposure to numerous games and sports, and encouraging children to explore and be active in a safe environment.

In addition, the Summer Recreation Leaders will be responsible for the development and delivery of sports programs and community-based activity opportunities for children, youth, adults, and seniors. Successful candidates will be required to coach various sports and assist in the promotion and operation of all summer programs.

This position is based on a 40-hour work week and may be require the occasionally evening or weekends shifts.

The Summer Recreation Leaders will report to the Recreation Supervisor.

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

- Responsible for the supervision and safety of all participants in our programs.
- Ensure all programs have a safe, age-appropriate delivery and approach.
- Responsible for some of the creation and delivery of promotional materials.
- Work in coordination with the Summer Recreation Supervisors and Active Living Coordinator towards the development and implementation of multi-age sports and recreation programs. This includes, but is not limited to, scheduling, and team organization.
- Ongoing communication between parents, municipal staff, coworkers, community members, coaches, and key stakeholders.
- Assist the Summer Recreation Supervisors and Active Living Coordinator in the planning and delivery of community special events.

Qualifications and Skills

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

Requirements

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