

MUNICIPALITY OF THE COUNTY OF CUMBERLAND

Position Description

**Springhill, Parrsboro & Pugwash  
Summer Recreation Supervisor**

*Term of employment: May 2<sup>nd</sup> – August 26<sup>th</sup>, 2022*

**Description**

The Summer Recreation Supervisors are responsible for the ongoing supervision, evaluation, and support of the Summer Program Leaders during some summer programs and special events. This includes a weekly Day Camp Program, Sport Programs, and community-based 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 wellbeing. 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, on rare occasions, may require evenings and weekends shifts.

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  
Adaptability

Customer Service  
Leadership

Communication  
Flexibility

### **Key Outcomes and Responsibilities**

- Assist in the development, creation, and implementation of the Day Camp Program.
- Work in coordination with the Active Living Coordinator in the development and delivery of in-house staff training.
- Work in coordination with the Active Living Coordinator in 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
- Ensure all programs have a safe, age-appropriate delivery and approach.
- Evaluation of programs, events, and Summer Recreation Leaders.
- Budget tracking.
- Staff and volunteer scheduling.
- Assist in program delivery when needed.
- Submit program reports.
- 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, and prior work experience in programming is an asset.
- Ability to work efficiently in a team environment as well as independently

### **Requirements**

- Post-Secondary in related field of work - or equivalent experience – is an asset
- Criminal Record Check and Child Abuse Registry Check
- Current Emergency First Aid and CPR is an asset
- Ability to legally work in Canada
- Valid drivers license