



## Position Description

|                               |   |
|-------------------------------|---|
| <b>Job Title:</b>             | Recreation Program Leader   |
| <b>Reports To:</b>            | Community Recreation Coordinator &<br>Recreation Administrative Coordinator |
| <b>Subordinate Positions:</b> | None  |
| <b>Employment Duration:</b>   | June – August   |
| <b>Wage:</b>                  | \$16.23 – \$16.91 per hour  |

### Position Summary:

The Recreation Program Leader guides and ensures the safety of children as they engage in Summer Day Camp, Summer Playground and Mobile Skate Park programs.

The Recreation Program Leader, assists in the activity planning process, receives special training to fully support children and leads them as they participate in recreation programs.

### Responsibilities:

- Plans, facilitates, and delivers programming, ensuring activities are fun, safe, diverse, and age appropriate as per the High Five Standards of Healthy Child Development (PHCD).
- Fosters a program environment which promotes inclusion and active living, concentrating on providing participants with an opportunity to increase self-esteem and create lasting friendships.
- Attends all staff meetings, training, and workshops in order to ensure understanding of organizational and program policies, emergency procedures, and their application.
- Is aware of participant dietary/medical/behavioural needs, and all relevant action plans and contracts.
- Cleans, maintains and ensures proper use of program facilities and equipment.
- Provides feedback to assist in the evaluation of various program attributes.
- Other duties as may be assigned.
- Maintains accurate records and reports all incidents promptly and thoroughly, using incident/accident report forms and processes.

### Day Camp

- Assist in the delivery of the Counselor in Training Programs (CIT) by mentoring CITs during day to day Camp activities.

### Summer Playground Program

- Demonstrates the confidence and ability to make decisions independently of peers and supervisors in the best interests of the program participants. Resolves problems and conflicts effectively as they arise.

- Prioritizes child well-being, safety and protection throughout the program. Evaluates situations for potential risks to the safety, protection and well-being of participants and staff, proactively taking mitigating actions to address such risks.

**Mobile Skate Park**

- Supervises and monitors the mobile skate park.
- Conducts basic skateboard and scooter equipment maintenance.
- Enforces skate park rules and regulations in a positive, professional manner and implement behavior management strategies when needed.

**Qualifications:**

- Current Certification in Standard First Aid /Level C CPR.
- Certified in Principles of Healthy Childhood Development.
- Valid G2/G Level License an asset.
- High energy, self-starter.
- Experience and/or desire to work with children and youth in a camp setting.
- Strong communication and teamwork abilities.
- Able to problem solve effectively.
- Must be at least 16 years of age on the first day of work.
- Provide exceptional customer service.
- Successful candidates will be required to obtain a clean Vulnerable Sector Criminal Record Check prior to commencing employment.
- Bilingualism an asset.

**Working Conditions:**

- Involves some physical exertion (i.e. moderate lifting).
- Requires ability to work independently without direct supervision.
- Requires attention to detail and concentration.

**Health and Safety**

Required to work in compliance with the Ontario Health and Safety Act and regulations and all related Township policies and procedures.

