



## **JOB DESCRIPTION**

### **SUMMER PROGRAM SUPERVISOR**

<b>POSITION TYPE:</b>	Full-Time – Seasonal (TBD – May to August)
<b>REPORTS TO:</b>	Assistant Program Coordinator
<b>HOURS:</b>	35 hrs per week Monday through Friday Varying start times, some evenings may be required
<b>RATE OF PAY:</b>	\$19.00 per hour
<b>PROGRAM LOCATION:</b>	Communities throughout the Macdonald-Headingley Recreation District (Home office in Headingley, with program requirements in Oak Bluff, La Salle, Sanford, and Starbuck)

---

#### **DESCRIPTION**

The Macdonald-Headingley Recreation District (MHRD) is seeking enthusiastic and attentive summer staff to lead, support, and motivate children in various summer programs. The Summer Program Supervisor ensures that the children have a safe and welcoming environment to learn and enjoy their summer activities. The role requires collaboration with other team members to plan programs, participate in programming, and monitor the participants. The ideal candidate should have a positive and proactive attitude and be caring while providing the best experience for participants. The Program Supervisor will be part of a team that delivers the highest quality of summer program experiences to the communities they serve.

#### **Role and Responsibilities**

- Oversee and assist staff with the planning, implementation, and evaluation of multiple summer programs
- Assist with the transportation of program supplies and equipment to and from various sites
- Be an enthusiastic and positive role model to children and staff throughout activities
- Assist in training, supervising, and evaluating staff and volunteers
- Direct Summer Activity Leaders to ensure children are supervised and engaged at all times

- Ensure that all activities are enjoyable, inclusive, and safe for participants
- Manage and oversee multiple program sites
- Support children with problem-solving, compatibility and conflict resolution
- Be the primary contact for parents and participants; respond to on-site concerns and questions
- Maintain ongoing communication with Activity Leaders and Assistant Program Coordinator
- Handle incidents, problems, and emergencies according to MHRD policies
- Schedule Summer Recreation Activity Leaders
- Represent the Macdonald-Headingley Recreation District and demonstrate exceptional customer service
- Assist in the daily maintenance and cleanliness of program sites
- Other duties as assigned

### **WORK ENVIRONMENT**

- Physically demanding; must be able to maintain physical activity with children, leading and coaching through activities and programs
- Primarily working outdoors; supervising summer staff and children in all-weather environments
- Ability to treat injuries and manage high-emotion situations with children according to MHRD guidelines

### **WORKING CONDITIONS**

- Travel using a personal vehicle is a requirement for this position
- General working hours are 8:30 a.m. – 4:30 p.m.
- Some requirements to work irregular hours to deliver programs outside of general working hours

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Experience supervising in a similar role
- Experience managing and being responsible for a team of staff
- Effective verbal and written communication skills
- Strong organizational and administrative skills
- Ability to manage staff and/or participant concerns with discretion
- Ability to foster a positive and cooperative work environment
- Knowledge and skills in a variety of program areas (i.e. outdoor play, sports, games, art, etc.)
- Self-motivated, resourceful, and energetic
- Flexibility to adjust to dynamic work environment

## **QUALIFICATIONS:**

- Must be 18 years of age or older
- Experience coordinating, implementing, and supervising children's recreational and/or outdoor programming
- Experience leading and interacting with groups of children, within a range of ages
- Demonstrated skills in positive behaviour management with children
- Experience supervising and coordinating staff and/or volunteers would be an asset
- Valid First Aid Certificate or willing to certify (training compensation available)
- Clear Criminal Record and Child Abuse Registry checks (compensation provided)
- Experience/Interest in Early Childhood Education, Recreation and Leisure, or Education would be considered an asset
- Valid Driver's License and access to a vehicle

## **PHYSICAL DEMANDS**

The job may involve lifting objects weighing up to 30 pounds on an occasional basis. Also, the position requires specific vision abilities including close, color, and peripheral vision. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential job functions.

## **Applications will be received until March 22, 2024.**

Interested applicants should forward a cover letter, resume and the names and contact information for three references in confidence, to [tasha@mhrd.ca](mailto:tasha@mhrd.ca)

*MHRD thanks all applicants and advise that only those selected for further consideration will be contacted.*