



## **JOB DESCRIPTION**

### **SUMMER RECREATION ACTIVITY LEADER**

<b>POSITION TYPE:</b>	Full Time - Seasonal (TBD – June to August)
<b>REPORTS TO:</b>	Assistant Program Coordinator
<b>HOURS:</b>	35 hrs per week (Monday through Friday) Start times may vary, some evenings may be required
<b>RATE OF PAY:</b>	\$16.00 - \$18.00 per hour
<b>PROGRAM LOCATION:</b>	Communities throughout the Macdonald-Headingley Recreation District (MHRD office in Headingley, with program requirements in Oak Bluff, La Salle, Sanford, and Starbuck)

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#### **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 Recreation Activity Leader is responsible for ensuring 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 Recreation Activity Leader will be part of a team that delivers the highest quality of summer program experiences to the communities they serve.

#### **Role and Responsibilities:**

- Assist with the planning, implementation, and delivery of the Summer Day Camp and other summer programs.
- Assist with the transportation of program supplies and equipment to and from various sites.
- Instruct, participate and interact with children during every program.
- Treat children with dignity and respect
- Monitor children's participation, providing coaching, guidance, and encouragement.
- Handle incidents and emergencies as per MHRD guidelines.
- Ensure all equipment and supplies are in good, safe condition and are used appropriately.
- Assist in the setting up and take down of programs
- 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 children outdoors, in all-weather environments
- Ability to work independently, as well as part of a team

## **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 specific programs.

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

- Effective verbal and written communication skills
- Ability to foster and lead a positive and cooperative work environment
- Knowledge and skills in a variety of program areas (i.e. outdoor play, sports, games, art, etc.)
- Ability to maintain records (attendance, incidents, supplies, etc.)
- Ability to handle injuries and high-emotion situations with children as per MHRD guidelines.
- Self-motivated, resourceful, and energetic
- Flexibility to adjust to a dynamic work environment

## **QUALIFICATIONS:**

- Must be 16 years of age or older
- Experience leading and interacting with groups of children, within a range of ages.
- Valid First Aid Certificate or willing to take training (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.
- Team player with a positive attitude
- Access to transportation and a valid driver's license.

## **PHYSICAL DEMANDS**

The job may require the employee to occasionally lift up to 30 pounds. Additionally, specific vision abilities such as close, color and peripheral vision are necessary for this position. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions of the job.

**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.*