



Macdonald-Headingley
RECREATION DISTRICT

JOB DESCRIPTION

RECREATION ATTENDANT

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| POSITION TYPE: | Up to 5 positions; seasonal: June (training), July - August, 2023 with the possibility of continued casual, part-time employment in the 2023/2024 school year |
| REPORTS TO: | MHRD Summer Program Supervisor |
| HOURS: | Up to 40 hours per week; varying start times; morning, day, and occasional evening shifts noting June training will be scheduled around school commitments |
| RATE OF PAY: | \$15 per hour |
| PROGRAM LOCATION: | MHRD communities (Headingley, Oak Bluff, La Salle, Sanford, and/or Starbuck) |

POSITION REQUIREMENTS: Must have transportation to and from each community

DESCRIPTION

The Macdonald-Headingley Recreation District (MHRD) team is looking for enthusiastic, attentive summer staff to lead, support and motivate children as they enjoy MHRD summer day camps and programs. Recognizing that children need to learn from a caring role model in a safe and welcoming environment, Recreation Attendants will help plan and lead programs, create a fun, encouraging and safe environment, and participate in and engage with children during program activities.

Recreation Attendants should be positive, proactive and caring, while providing the best participant experience. Under the guidance of MHRD, all staff will work collaboratively to provide quality summer camps and programs to program participants and their families.

Other responsibilities include:

- Interacting and communicating effectively with program participants, parents, team members and supervisor

- Responding appropriately to first aid and emergency situations
- Handling incidents professionally and with discretion

- Ensuring all equipment and supplies are in good condition and are used appropriately
- Assisting in the setting up and take down of camps & programs
- Performing various administrative duties

This position involves supervising children outdoors in all weather environments. Casual staff will be expected to work independently, as well as part of a team.

QUALIFICATIONS:

- 16 years of age or older
- Current Emergency First Aid (level C) Certificate at minimum
- Clear Criminal Record Check (applicable only to those 18 years and older)
- Clear Child Abuse Registry Check

PHYSICAL DEMANDS

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job employee has contact with public/customers and may work alone. Employee frequently stands, walks, runs, reaches, stoops, kneels; crouches, or crawls, and climbs stairs.

Employee must be able to occasionally lift up to 30 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision.

**To apply please submit your resume with 3 references to:
Jackie Parry, MHRD Program Coordinator at jackie@mhrd.ca.**

Only those candidates selected for an interview will be contacted.