



**Macdonald-Headingley**  
RECREATION DISTRICT

## JOB POSTING SPRING BREAK ACTIVITY SUPERVISOR

<b>POSITION TYPE:</b>	Seasonal (March Break, Monday March 28 to Friday April 1, 2022)
<b>REPORTS TO:</b>	Macdonald-Headingley Recreation District Program Coordinator
<b>HOURS:</b>	28-35 Hours 8:30AM-4:30AM *Must be available for training: Monday March 28, 2022
<b>RATE OF PAY:</b>	15.00 per hour
<b>PROGRAM LOCATION:</b>	Oak Bluff Recreation Centre, Oak Bluff, Manitoba
<b>DEADLINE TO APPLY:</b>	Tuesday, February 1 <sup>st</sup> , 2022

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### DESCRIPTION

Macdonald-Headingley Recreation District (MHRD) is seeking applications from qualified candidates to fill the position for Spring Break **Activity Supervisor**. The Activity Supervisor will be responsible for planning, implementing, and participating in a fun and exciting Spring Break Camp. The Activity Supervisor will also support and motivate children as they enjoy all that is offered through our Spring Break Camp. Recognizing that children need to learn from a caring role model in a safe and welcoming environment. The Activity Supervisors should be positive, proactive and caring, while providing the best participant experience. The successful candidate will implement quality recreational child-care programming that engages and promotes positive experiences, while adhering to COVID-19 Health and Safety Protocols.

### Role and Responsibilities:

Under supervision of the Program Coordinator, staff will support all aspects of the Spring Break program. This includes:

- Assist with the planning, implementation, and evaluation of the Spring Break programs
- Instruct, participate, and interact with children during every program

- Assist with the transportation of program supplies and equipment to and from the Oak Bluff Recreation Centre
- Be an enthusiastic and positive role model to children
- Treat children with dignity and respect
- Monitor children's participation, providing coaching, guidance, and encouragement where necessary
- Handle incidents, problems, and emergencies professionally and with discretion with Site Supervisor
- Report all incidents and parent concerns to the Program Coordinator
- Ensure all equipment and supplies are in good, safe condition and are used appropriately
- Assist in the daily maintenance and cleanliness of program sites, while complying with current COVID-19 protocols
- Complete any administrative tasks assigned by the Program Coordinator
- 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 and supervising children indoors, occasionally supervising children outdoors.
- Ability to work independently, as well as part of a team

#### **WORKING CONDITIONS**

- Travel using a personal vehicle is a requirement
- General working hours are 8:30AM to 4:30AM
- Some requirements to work irregular hours (drop-off & pick-up times)

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

- Effective verbal and written communication skills
- Ability to foster and participate 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 administrative records
- Ability to handle injuries and high emotion situations with children
- 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
- A self-starter with the ability to work independently
- Experience leading and interacting with groups of children, within a range of ages
- Valid First Aid Certificate is required
- Clear Criminal Record and Child Abuse Registry checks are required
- Experience/Interest in Early Childhood Education, Recreation and Leisure, or Education would be considered an asset
- Team player with a positive attitude

## **PHYSICAL DEMANDS**

The physical demands here 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 constantly sits; grasps; keyboards; uses repetitive movements; uses eye-hand coordination; hears; talks; uses the telephone; has contact with general public/customers; works alone. Employee frequently stands; walks; reaches; stoops, kneels, crouches, or crawls; climbs stairs. Employee occasionally drives motor vehicles; tastes or smells.

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.

## **COVID-19**

All staff employed by the Macdonald-Headingley Recreation District are expected to follow policies set by MHRD, in adherence to provincial guidelines, including standard practice for cleaning, social distancing, providing first-aid, sanitizing during check-in, reviewing public health Covid-19 checklist with participants at sign-in, and other duties as assigned. Successful candidate must agree to follow guidelines set out by Manitoba Public Health.

Interested applicants must submit a resume, cover letter and 2 references by 4:00pm, February 1<sup>st</sup>, 2022.

Macdonald-Headingley Recreation District  
Attention: Program Coordinator  
Subject line: "March Break Camp Activity Supervisor"  
179 Seekings St, Headingley, MB, R4J 1B1  
Phone: 204-885-2444  
email: [info@mhrd.ca](mailto:info@mhrd.ca)

*Macdonald-Headingley Recreation District is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the recruiting process. Please advise our office if you require any accommodations to ensure you can participate fully and equally during the recruitment process.*