



Macdonald-Headingley
R E C R E A T I O N D I S T R I C T

JOB DESCRIPTION
SPRING BREAK
ACTIVITY LEADER

POSITION TYPE:	Seasonal (March Break, March 28 – April 1)
REPORTS TO:	Macdonald-Headingley Recreation District Program Coordinator
HOURS:	24 - 28 Hours Monday - Thursday 8:30AM-4:30AM *Must be available for training Monday, March 28
RATE OF PAY:	\$12.00 per hour
PROGRAM LOCATION:	Oak Bluff Recreation Centre, Oak Bluff, MB
DEADLINE TO APPLY:	Tuesday, February 1, 2022

DESCRIPTION

Macdonald-Headingley Recreation District (MHRD) is looking for eager Activity Leaders for the Spring Break Camp March 29 to March 31. The position will support the activity supervisors implement and deliver recreational programming. This includes facilitating and participating in planned activities. This position also supports and motivates children as they enjoy all that is offered through the Spring Break Camp, and creates a caring, safe, and welcoming environments for the best participant experience. Under the guidance of the Activity Supervisor and Program Coordinator, all staff will work collaboratively to bring the highest quality of Spring Break Camp experience to the communities we serve.

Role and Responsibilities:

Under supervision of the Activity Supervisor and Program Coordinator, staff will assist with a variety of Spring Break Camp activities. This includes:

- Assist with the planning, implementation, and evaluation of the Spring Break Camp and other summer programs
- Instruct, participate, and interact with children during every program
- 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
- Report all incidents and parent concerns to the Activity Supervisor and Site Coordinator
- Ensure all equipment and supplies are in good, safe condition and are used appropriately
- Assist in the cleaning of supplies in adherence with Covid-19 Public Health guidelines
- 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 indoors and some time spent supervising children outdoors, in all weather environments
- Ability to work independently, as well as part of a team

WORKING CONDITIONS

- Some requirements to work irregular hours, to deliver specific programs (Spring Break)

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 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 16 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 or Babysitter's Training
- 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

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 ADHERANCE

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 1st, 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

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.