



## Recreation Leader

**Employment Commitment:**

June 28 – August 20 (35hrs/week for 8 weeks)

Dates are approximate and subject to change

**Reports to:** Recreation and Physical Activity Coordinator

**Basic Requirements:**

Leadership experience, experience working with youth

Must be able to supply clean Child Abuse Registry, Vulnerable Sector, and Criminal Record Checks

All employees are expected to be present at work for all scheduled shifts/days as outlined in their job description

**Certification Requirements:**

Standard First Aid and CPR Level C or Equivalent

WHMIS (Workplace Hazardous Materials Information Systems)

Prior completion of these certifications is an asset, but opportunities to achieve any missing certifications will be organized by the Town for all successful applicants, completion mandatory to gain employment.

**Position Summary**

<i>Core Competency</i>	<i>Position-Specific Task Descriptions</i>
Leadership	<ul style="list-style-type: none"> <li>* Develop, implement, and evaluate weekly summer day camps in partnership with Autism NS.</li> <li>* To adhere to policies outlined in the staff manual</li> <li>* Various other duties as assigned by the Recreation and Physical Activity Coordinator</li> </ul>
Safety & Risk Management	<ul style="list-style-type: none"> <li>* To ensure that program areas are kept safe and free from hazards</li> <li>* Ensuring safety and risk management processes and policies are followed and applied</li> <li>* Supervise program participants during the course of the program</li> </ul>
Program Management	<ul style="list-style-type: none"> <li>* Successful and professional planning, implementation, &amp; oversight of programs</li> <li>* Adhere to all policies/procedures for implementation &amp; complete any program related tasks as requested by the Recreation and Physical Activity Coordinator</li> <li>* Organizing materials, cleaning up after activities, general logistics</li> </ul>
Judgement	<ul style="list-style-type: none"> <li>* Show the capacity to assess situations and act appropriately</li> <li>* Make sound decisions based on the best interests of all parties involved</li> </ul>
Communications & Customer Service	<ul style="list-style-type: none"> <li>* Responsible for daily duties, such as greeting participants, parents, leading activities, ensuring the safety and enjoyment of participants</li> <li>* Completion of weekly reports as required</li> </ul>
Problem Solving	<ul style="list-style-type: none"> <li>* Determining and quickly implementing appropriate participant support and/or behavior modification strategies as required.</li> <li>* Effectively manage &amp; resolve day-to-day issues as they arise.</li> </ul>

**TO APPLY:**

Send resume and cover letter to [heather.brennan@townofmulgrave.ca](mailto:heather.brennan@townofmulgrave.ca) or drop off at the Town Office, 459 Murray Street.

**DEADLINE TO APPLY is June 14th, 2021**