



**Posting ID: 20083**

## **Recreation Programs Supervisor**

Permanent, Part time

Hours vary seasonally from 32 – 40 / week

**Department:** Recreation and Community Development

**Reports To:** Program Services Coordinator

**Classification Level:** \$21.04 - \$26.33/hour

At the City of Leduc, we believe in living our values through accountability, leadership and environmental sustainability. We offer a thriving and supportive workplace setting that promotes transparency, innovation and community building.

### **Working Conditions:**

- Extensive daily interaction with preschool to school aged children and parents
- Daily program delivery required with allotted planning time

### **Duties and Responsibilities:**

- Planning, developing and scheduling specific recreation programs, special events and staff for children, youth, adults, seniors and families
- Creating structured, and unstructured programming; incorporating crafts, stories, songs, games, centers and other age-appropriate activities
- Directing the implementation of program activities; including child minding, preschool, daycamps, youth and special programs
- Being actively engaged in the safety, well-being and development of the participants in programs
- Providing training, orientation, leadership and instruction to staff and patrons
- Assessing and recording program results, statistics and recommending changes as necessary
- Acquiring, training, assigning and supervising work of volunteers
- Develop and implement Youth Counselors in Training (day camps), youth group and specialty programs as required
- Administering Red Cross Babysitter's and Stay Safe program
- Occupational Health & Safety Standards responsibilities
- Average time spent: 70% Program Implementations and Operations, 10% Program Development, 10% Staff Training and Development, 5% OH&S and 5% Seasonal Duties.

### **Qualifications:**

#### Education & Experience:

- High School graduate
- Red Cross Standard Child Care First Aid or equivalent
- Red Cross Babysitter's Instructor, an asset
- Occupational Health & Safety Standards knowledge, an asset
- Minimum 6 months direct leadership, programming and implementation of programs
- Proficient use of Microsoft suite, email and online folder management

#### Knowledge:

- Knowledge of developmental skills and abilities of children preschool to school aged
- Familiarity of common games, activities and songs appropriate for children aged 5 - 12
- Awareness and a solid understanding of age appropriate dialogue
- Techniques for interactions with upset children
- Strategies for inclusion and inclusiveness

Skills:

- Possess exceptional organization and time management skills
- Skillful in implement and organize program elements
- Effective skills in communicating with co-workers, supervisors, participants and patrons
- Self-motivated and takes initiative without prompting
- Exhibit strong supervision skills
- Must have daily reliable transportation
- Proficient in managing stress, noise and control in high traffic and busy environments
- Superior interpersonal, public relations and verbal/written communication skills

Abilities:

- Ability to work independently and as a team member
- Ability to walk, stand and sit on the floor. Must be able to talk and hear well. Good vision is imperative. Kneeling, crouching or crawling is required occasionally.
- Able to confidently make decisions and changes in times of need and communicate accordingly
- Strong ability to multi-task and prioritize a workload effectively
- Ability to lift 50lbs from floor to waist and up stairs
- Able to pass a Criminal Record Check and Vulnerable Sector check

If this sounds like you, we want to hear from you! To apply, please visit our website at:

[www.leduc.ca/jobs](http://www.leduc.ca/jobs)

**Competition closes at 12:00 noon (MT) October 19, 2017. This competition may be used to fill future vacancies at the same or lower classification level. We thank all applicants for their interest, however, only those selected for interviews will be contacted.**