



Parks Program Supervisor

Temporary, Full-time (40 hours/week)

Term: May – August, 2025 with flexible start date

Hours: May & June (Tues-Sat || daytime & evenings), July & August (Mon-Fri || daytime & evenings)

\$23.90 - \$29.87 / hourly

We are currently recruiting for a temporary, full-time **Parks Program Supervisor** for our Recreation Programs Department.

About the Opportunity:

The Parks Program Supervisor reports directly to the Recreation Programs Coordinator. This position is responsible for managing and implementing daily Parks programming, including the research, development, implementation, evaluation, and reporting for all Parks programs and staff.

Responsibilities include but are not limited to:

- Daily delivery of structured and unstructured Parks programming with a wide array of age-appropriate activities
- Respond to evaluations, comment cards, and customer feedback on the Parks programs, staff members, and schedule
- Create, write, adapt, and prepare program plans and necessary prep including but not limited to shopping lists, supply lists, room requirements and staff scheduling
- Manage and create strategies to minimize the error with constant interruptions, multitasking and multiple projects on the go
- Provide direct leadership, feedback and mentoring to staff and volunteers
- Research, develop and implement innovative, comprehensive and effective training manuals, schedule and ongoing programs for staff and volunteer

Qualifications:

You are an ideal candidate if you have the following:

- High School Diploma
- First Aid/CPR certification is required
- A valid driver's license and daily reliable transportation
- Minimum of six (6) months of direct leadership, programming and implementation of recreation programs
- Strong communication skills to interact with parents, participants and staff in a professional and friendly manner
- Proficient in Microsoft Suit applications
- Must be willing to provide a current Criminal Records Check-Vulnerable Sector, at own expense

To apply, please visit our website at www.leduc.ca/careers **Note this is a termed position and vacation time off is limited, priority will be given to those with no vacation requests.**

Competition closes at 11:59 PM (MT) on March 13, 2025. Interviews will be ongoing during the open competition.