MUNICIPALITY OF THE COUNTY OF CUMBERLAND

Position Description

Parrsboro, Springhill and Pugwash
Summer Recreation Leader

Term of employment: June 26th – September 1st, 2023

Description

The Summer Recreation Leaders will be responsible for the ongoing delivery of the weekly Day Camp Program, sport programs, and community-based opportunities and events. They will also work in coordination with the Summer Recreation Supervisors and Recreation Programmer to establish the program structure, goals, and objectives. The weekly Day Camp Program is open to children and youth 5-12 years of age and will take place 4 days a week. The program will focus on connecting children to nature, providing creative opportunities, exposure to numerous games and sports, and encouraging children to explore and be active in a safe environment.

In addition, the Summer Recreation Leaders will be responsible for the development and delivery of sports programs and community-based activities/events for children, youth, adults, and seniors. Successful candidates will be required to coach various sports and assist in the promotion and operation of all summer programs and events.

This position is based on a 40-hour work week. It may require evenings and, on rare occasions, weekend shifts.

The Summer Recreation Leaders will report to the Recreation Supervisor.

Key Outcomes and Responsibilities

- Responsible for the supervision and safety of all participants in our programs.
- Responsible for providing a safe and inclusive environment during all programs and events.
- Ensure all programs have a safe, age-appropriate delivery and approach.
- Responsible for some of the creation and delivery of promotional materials.
- Work in coordination with the Summer Recreation Supervisors and Recreation Programmer towards the development and implementation of multi-age sports and recreation programs. This includes, but is not limited to, scheduling, skill development and team organization.
- Ongoing communication between parents, municipal staff, coworkers, community members, coaches, and key stakeholders.
- Assist the Summer Recreation Supervisors and Recreation Programmer in the planning and delivery of community special events.

Qualifications and Skills

- Excellent time management, coordination, and communication skills
- Positive attitude and forward-thinking skills
- Knowledge of child and program development
- Experience and sincere interest in working with children
- Possess a professional, kind, compassionate, patient, and helpful demeanor.
- Prior experience work in programing - with children and adults
- Ability to work efficiently in a team environment as well as independently.

Requirements

- Current Criminal Record Check and Child Abuse Registry Check
- Current Emergency First Aid and CPR
- Ability to legally work in Canada

The hourly rate is currently under review and will be at least what the rate was in 2022