MUNICIPALITY OF THE COUNTY OF CUMBERLAND

Position Description

Parrsboro, Pugwash & Springhill
Summer Recreation Supervisor

Term of employment: May 6th – September 2nd, 2024

Description

The Summer Recreation Supervisors are responsible for the ongoing supervision, support, and evaluation of the Summer Program Leaders during summer programs and special community events. This includes a weekly day camp program, various sport programs, and community-based special events. They will be responsible for the development and implantation of all programs and ensure they meet the Municipalities highest standard of programming. The Summer Program Supervisors must have a passion for connecting residents to nature, increasing their physical activity, and be motivated to explore new opportunities within our current programs. Program development, implementation, and evaluation experience is an asset. Supervisors will also be required to facilitate, coach, and assist in the operation of all summer programs when needed.

Successful candidates must be able to adapt to a fast-paced environment and be willing to work collaboratively with others. They also must be task oriented, able to work independently, have excellent time management and communication skills. Prior supervisory experience is an asset.

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

The Summer Recreation Supervisors will report directly to the Recreation Programmer.

Key Outcomes and Responsibilities

- Assist in the development, creation, and implementation of the summer recreation programs and events – including, but not limited to, day camps, sport programs, pop-up programs, and special community events/activities.
- Work in coordination with the Recreation Programmer and Sports Coordinator in the development and delivery of in-house staff training.
- Work in coordination with the Recreation Programmer and sports Coordinator in the creation and delivery of summer program promotional materials, registration, and communication.
- Work in cooperation with the Recreation Programmer and Sports Coordinator with scheduling, volunteer recruitment, registration, and delivery of the summer programs/events.

- Ensure all programs have a safe, age-appropriate delivery and approach.
- Evaluation of programs, events, and Summer Recreation Leaders with Sports Coordinator.
- Budget tracking.
- Staff and volunteer scheduling.
- Assist in program delivery when needed.
- Submit bi-weekly program reports to Recreation Programmer.
- Communication between parents, municipal staff, co-workers, community members, coaches, and key stakeholders.

Qualifications and Skills

- Proficiency in Microsoft Office, Word, Excel, Power Point, Publisher, and Canva is an asset.
- Excellent time management, coordination, and communication skills.
- Ability to work independently as well as in a team environment.
- Prior supervisory experience (work or volunteer) is an asset.
- Quality conflict resolution and leadership skills.
- Positive attitude and forward-thinking skills.
- Knowledge of child and program development, and prior work experience in programming is an asset.

Requirements

- Post-Secondary education in related field of work - or equivalent experience – is an asset.
- Criminal Record Check and Child Abuse Registry Check
- Current Emergency First Aid and CPR
- Ability to legally work in Canada.
- Valid drivers license and ability to travel regionally.

The hourly rate is starting at $16.73.