



## HIRING RECREATION PROGRAM LEADERS

Under the direction of the Day Camp Coordinator, the Recreation Program Leader will develop and administer summer programming for children aged 4 to 12 as part of the Municipality's Day Camp Program. Duties include providing supervision to children registered in the Municipality of Bluewater's Summer Day Camp Program, planning, organizing, and implementing activities, maintaining accurate program records, implementing cash handling procedures, and leading other summer recreation programming as required.

A vulnerable sector background check must be provided by the date of employment.

The wage range for this position is:

\$15.66/hour to \$19.26/hour

\*2023 increase pending

Visit <http://www.municipalityofbluewater.ca/municipal-office/careers/> to view the Job Description.

Interested persons please submit resumes to:

Municipality of Bluewater

14 Mill Ave.

Zurich ON, N0M 2T0

P: 519-236-4351 • F: 519-236-4329

E: [pwoffice@municipalityofbluewater.ca](mailto:pwoffice@municipalityofbluewater.ca)

Resumes will be accepted until 12:00 noon on Friday, March 3, 2023.

*The Municipality of Bluewater is an equal opportunity employer. Disability related accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. Personal information for this position is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment. All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted.*

# MUNICIPALITY OF BLUEWATER

## **POSITION DESCRIPTION: Recreation Program Leader – Summer Student**

**DEPARTMENT:** Facilities

**REPORTS TO:** Day Camp Coordinator / Manager of Facilities

**POSITIONS SUPERVISED:** None

**Pay Status:** \$15.66-\$19.26 Hourly

### **POSITION SUMMARY**

Under the direction of the Day Camp Coordinator, the Recreation Program Leader provides activities and supervision to children registered in the Municipality of Bluewater's Summer Day Camp Program and other recreation programs as required.

### **MAJOR RESPONSIBILITIES:**

#### **CHILD SUPERVISION**

- Participates in daily signing in and out of program participants.
- Interacts with parent/guardians reporting on daily successes and challenges.
- Responsible for participant safety.
- Intervenes and problem solves disputes between participants.
- Reports discipline issues to Day Camp Coordinator.
- Role model's appropriate behavior at all times.
- Engages in and/or leads all activities with participants throughout the day.
- Understands and abides by all municipal policies and procedures.

#### **RECREATION PROGRAMMING**

- Plans, organizes and implements activities including games, crafts, songs and local outings etc.
- Works as a contributing member to the team with other Program Leaders.
- Assists in maintaining accurate program records including, attendance, incidents, log books, etc.
- Ensures program area remains clean and free of litter.
- Implements cash handling procedures.
- Leads other summer recreation programming as required.
- Performs other duties as assigned.

#### **MORE DETAILS:**

- Deal with participant disputes and setting priorities with tasks.
- Maintain confidentiality of participant information on a regular basis (i.e., medical information).
- Use creative problem solving regularly.

**QUALIFICATIONS:**

- Previous experience working with children.
- Strong interpersonal, communication and public relations skills that deal positively with parents/guardians and children.
- Satisfactory Vulnerable Sector Background Check.
- Certified in First Aid and CPR.
- High Five Principles of Healthy Child Development (PHCD), or willingness to obtain prior to employment.

**WORKING CONDITIONS:**

- Work is performed in municipal parks and recreation facilities with some risk of exposure to weather conditions.
- Work can involve frequent bending, lifting, climbing and carrying.
- Mental strain in dealing with challenging participant behavior and caregivers.
- Working schedule is Monday to Friday.

**APPROVALS:**

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Incumbent

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Date

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Manager

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Date