



westside

*Come be a part of it!*

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Westside Recreation Centre

2000–69 Street SW, Calgary, Alberta

work@westsiderec.com

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## **Position: Children & Youth Assistant Programmer – Day Camps**

### **Who is Westside:**

Westside Recreation Centre is a world-class facility based on a lifestyle and wellness concept. Since 2000, we have been providing families with a fun, healthy and affordable environment with world class activities, including a hockey and skating facility, fitness centre, gymnasium and an aquatic park.

### **Benefits of Being at Westside:**

- Competitive wages and benefits
- Use of recreation facilities
- Close Proximity to LRT

### **Position Description:**

The role of the Children & Youth Assistant Programmer – Day Camps is to provide quality, fun and safe recreational camps at Westside for ages 5-12 years. This includes building relationships with staff, volunteers and families who use Day Camps.

### **Responsibilities include:**

- Assist in program planning and implementation of general summer day camps
- Assist in the research of program activities and the development of program curriculum
- Assist in recruitment, hiring, training of staff and volunteers
- Supervision of staff and volunteers
- To complete administrative tasks including scheduling, data entry, filing, and program administration
- Coordination and organization of the general summer day camps
- Maintenance and safety of program areas, equipment, and supplies
- Be actively involved with the risk management of department areas including Safe Work Procedures, inspections and WHMIS requirements
- Instruction of general summer day camps
- Evaluation of programs
- To return all Customer Service inquiries within 24 hours
- Take on a supervisory role within the C&Y department to provide coverage, staff supervision and team collaboration when required

### **Qualifications:**

- Current Standard First Aid/CPR/AED certification
- Minimum of two (2) years of recreation leadership and day camp experience
- Minimum 1 year supervisory experience required
- High 5 is considered an asset
- Perfect Mind Software knowledge is considered an asset
- Valid Vulnerable Sector Search required
- Proof of vaccination required
- Must be at least 18 years of age

**Skills Required:**

- Ability to work in a large team environment
- Ability to work independently
- Ability to lead large groups
- Ability to deal with multiple tasks at a time
- Good customer service skills
- Strong attention to detail
- Current working knowledge of Microsoft Word, Excel, and Office 365
- Excellent communication and problem-solving skills
- Excellent planning and organizational skills

**Physical/Psychological Demands**

- Ability to work in a fast-paced noisy environment
- Ability to work inside as well as outside when required
- Ability to lift 20-25 lbs on a daily basis
- The successful candidate must hold high ethical standards as they are working with a vulnerable population and has access to confidential information
- Remote working not available for this position

**Employment Term:**

- May 25 – September 2, 2022
- Primarily Monday – Friday, some weekend and evening work may be required. Hours will vary depending on program registration. This position will work 37.5 hours per week.

*This position might be funded by the Canada Summer Job grant. You must be aged between 15 and 30 and be legally entitled to work in Canada. International students are not eligible.*

**Position Start Date: May 25th, 2022**

**Salary:** Westside provides competitive salaries

**Closing Date:** **May 20, 2022**  
*\*Interviews will commence prior to closing date*

**Apply by:** Email Resume and Cover letter to [work@westsiderec.com](mailto:work@westsiderec.com)

We thank all applicants for their interest, however only those candidates to be interviewed will be contacted. Westside Regional Recreation Society believes in equal opportunities and is a non-smoking environment. All positions have a screening process that includes interviews, references, security, and employment history checks. This position has been deemed to be safety sensitive and is subject to post-incident drug and alcohol testing.