



Position: Pre/Post Care Supervisor, Children & Youth

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 lines

Position Description:

The role of the pre and post care supervisor is to provide quality care and maintain a safe environment for children 0-12 years of age. Responsibilities include supervision and implementation of Pre/post care program for day camps (3-12 years of Age). Handling the sign in/out of children during pre/post care, ensure all required forms for day camps are completed, plan and implement age appropriate activities each day, set up/takedown, cleaning and general maintenance of equipment and facility area. Ensure safety of children and staff in the facility.

Responsibilities:

- Assist in program planning and implementation of pre/post care program
- 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 pre/post care program
- Cleaning, maintenance and safety of childcare areas, equipment, and supplies
- Be actively involved with the risk management of department areas including Safe Work Procedures, inspections and WHMIS requirements
- Instruction of children activities for ages 0-12Y
- 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
- Child Development Assistant Certificate or Level 1 Day Care Orientation Certificate
- Previous experience working with children up to 12 years
- High 5 is considered an asset
- Perfect Mind Software knowledge is considered an asset
- Valid Vulnerable Sector Search required
- Proof of vaccination required

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:

- June 1 – September 2, 2022
- Monday – Friday approx. 7:00 am – 11:45 am & 3:00 – 5:45 pm (Split Shift, 37.5 hrs/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: June 1st, 2022

(This position is conditional of the health restrictions put in place in Alberta due to COVID-19)

Salary: Westside provides competitive salaries

Closing Date: **May 26, 2022**

**Interviews will commence prior to closing date*

Apply by: Email Resume and Cover letter to 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.