

## **Position Title:** Recreation Program Leader – Children & Preschool

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### **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 & benefits
  - Use of Recreation Facility
  - Close proximity to bus routes/LRT lines
  - Team Environment
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### **Position Description**

A Recreation Program Leader is to provide quality leadership for a variety of preschool, children's and youth programs here at Westside Recreation Center. This hands on position will deliver a fun and safe environment for participants to explore physical literacy, fundamental movement skills as well as structured and unstructured play.

- To supervise, lead and instruct a group of children in a multi-sports setting
- Leadership, program planning and evaluation of programs
- Actively and enthusiastically participate in the programs
- Set-up take down and general maintenance of equipment and facility
- Ensure safety of all participants while involved in a program
- Administrative duties as required

### **Responsibilities**

- To supervise, lead and instruct a group of preschool, children and/or youth in a sports, fitness, arts/culture, recreation or day camp setting
- To supervise and evaluate any Leaders-in-Training and Volunteers
- To develop lesson plans based on pre-set goals and objectives
- To actively and enthusiastically participate in programs
- To facilitate set-up and take-down, as well as general maintenance of equipment and the facility
- To ensure the safety of all participants involved in the program
- To be aware of emergency procedures (risk management)
- To wear uniform at all times
- Be ready to start your shift at your scheduled start time
- To inform supervisor at least 24 hours in advance if unable to fulfill scheduled shift
- Mentor volunteers and Leaders in Training

### **Administrative:**

- Take daily attendance of program participants
- Prepare written/typed lesson plans for each program
- Attend any staff meetings/additional training
- Maintain written record/reports as necessary
- Answer any public inquires and/or complaints
- Administrative duties as required

**Risk Management:**

- Complete Incident Report Forms as required
- Maintain activity areas to ensure cleanliness and safety
- Ensure consent forms have been signed for appropriate programs
- Follow all general facility rules related to general behavior, demeanor, use and care of facility areas, criminal activity
- Maintain equipment
- Perform first aid as required

**Qualifications:**

- Current Standard First Aid/CPR/AED certification
- Minimum of two (2) years of recreation leadership and day camp experience
- High 5 is considered an asset
- Valid Vulnerable Sector Search required
- Must be of 18 years or older
- Experience playing or coaching basketball considered an asset

**Skills Required:**

- Ability to work in a large team environment
- Ability to work independently
- Ability to lead large groups
- Good customer service skills
- Good communication and problem-solving skills
- Good 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:**

- Training will start prior to program start dates
- Programs start the week of September 10th, 2022
- Must be available to work evenings/weekends
- This is a seasonal part time position

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**Closing date:** September 6, 2022

\*Interviews may start prior to closing date

**Email your resume to:** [work@westsiderec.com](mailto:work@westsiderec.com)

*\*Interviews may commence before closing date\**

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