



## **POSITION TITLE:** Recreation Program Leader – Summer 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 & benefits
- Close proximity to West LRT line
- Use of Recreation Facility

### **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. This position might be funded by the Canada Summer Job grant.

### **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, mentor 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)

### **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
- Proof of vaccination required

**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:**

- Mandatory Training June 25 - 30 – various hours
- Camps take place July 4- August 26, 2022 (8 weeks)
- Primarily Monday – Friday; and evening work may be required. Hours will vary depending on program registration.

**CLOSING DATE:**

**April 30, 2022**

\*Interviews may start prior to closing date

**EMAIL YOUR RESUME:**

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.