

DELTA ATHLETIC ASSOCIATION RECREATION SUB COMMITTEE
(A committee within the Township of Rideau Lakes)
JOB DESCRIPTION for a SUMMER PROGRAM LEADER

JOB TITLE: SUMMER PROGRAM LEADER

**DEPARTMENT: DELTA ATHLETIC ASSOCIATION RECREATION SUB-COMMITTEE
(Hereinafter called DELTA RECREATION)**

DIRECTLY RESPONSIBLE TO: CHAIR AND EXECUTIVE MEMBERS OF DELTA RECREATION

INDIRECTLY RESPONSIBLE TO: MANAGER OF COMMUNITY AND LEISURE SERVICES

MAIN PURPOSE

In consultation with the board develop, create, implement and administer summer programs at the Delta Rink.

KEY RESPONSIBILITIES

The key responsibilities of this position are, but not limited to:

To develop several activity programs for children and adults that will include sports, games, storytelling, free play and other creative events. Both indoor and outdoor programs may be introduced.

To administer the distribution of equipment and to provide light maintenance to the grounds and facility of the rink.

To work in conjunction with an assigned Delta Recreation subcommittee member. To coordinate various activities to optimize the recreation centres facilities for all ages. To provide a schedule of activities on a weekly basis via email/social media/posters etc. To make sure all the areas are clean before and after the daily program which will include sweeping clean all floors, wiping away any mess and removing any garbage at all indoor facilities after use.

To ensure that the Program functions in a safe and enjoyable environment.

To participate in staff training and orientation with the Rideau Lakes Day Camp program.

That the policies and procedures established by the Township of Rideau Lakes regarding summer programs be followed.

To ensure that all matters regarding child discipline are consistently and fairly attended to.

To document any incidents regarding health and safety of the participants.

To develop a binder containing information on program, games, crafts, activities, observations, attendance etc. for future reference.

To submit a final evaluation with recommendations for future programs that will be presented to the Manager of Community and Leisure Services from the Delta Recreation board.

To make sure all visitors of the day feel wanted and appreciated.

LOCATION / HOURS: Recreation Centre, Delta. Approximately 24 hours per week

EDUCATION / EXPERIENCE / SKILLS TRAINING

Education and/or demonstrated experience related to children/youth and adult programming in the recreation field or equivalency combined with a minimum of 1 year of experience.

Current emergency first aid, AED (Automated External Defibrillator) training and CPR level C.

Experienced with excellent leadership ability, combined with excellent interpersonal, oral and written communication skills.

Ability to work independently.

Satisfactory criminal record checks and vulnerable persons check

WORKING RELATIONSHIPS

INTERNAL: Delta Recreation sub-committee

EXTERNAL: Public at Large

DEADLINE TO APPLY: **MAY 25TH 2018**

SUBMITE RESUMES TO:

Susan Dunfield, RDMR
Manager Community and Leisure Services
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