



Play Program Leader Position

REPORT TO: Parks & Recreation Play Program Supervisor

SUBORDINATE POSITIONS: N/A

PURPOSE OF POSITION: Responsible for delivering and assisting with planning of youth activities and programs such as arts, crafts, games, etc. for children in age range of 5-8 years old.

SCOPE

Reporting to the Manager of Parks and Recreation under the direct supervision of the Play Program Supervisor the Play Program Leader will deliver youth programs and activities such as art, crafts, games. Play Program Leaders will also inspect all play areas to ensure safety and cleanliness.

RESPONSIBILITIES

1. Delivery and assisting in supervising a variety of play activities. May assist Play Program Supervisor with organization and planning
2. Inspect play areas for potential safety risks and overall cleanliness
3. Complete daily/weekly activity schedules with Play Program Supervisor
4. Assist Play Program Supervisor with completing necessary reports
5. Obtain supplies using the Purchase Order System, upon approval of the Manager of Parks & Recreation, and control use of supplies
6. Encourage volunteerism whenever possible
7. Supervise play on all play equipment
8. Maintain discipline
9. Encourage the participation and inclusion of all children.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The Play Program Leader must have working knowledge in the following areas:

1. Interest in youth and youth programming and activities

Skills

The Play Program Supervisor must demonstrate the following skills:

1. Creative
2. Highly motivated
3. Maintain strict confidentiality
4. Physically capable of performing assigned duties



Play Program Leader Position

Personal Attributes

The Play Program Leader must demonstrate the following personal attributes:

1. Maintain standards of conduct
2. Be respectful
3. Professional demeanour
4. Teamwork
5. Punctual
6. Patience

WORKING CONDITIONS

(The nature of physical effort, environmental conditions, sensory and mental demands and typical hours of work)

1. May be subject to noisy environment in carrying out program duties with young children present.
2. Considerable periods of standing, sitting and/or moderate walking may be required

NOTE: Duties listed are not set forth to limit the assignment of work and are not to be construed as a complete list of duties normally to be performed under the job position or those duties temporarily performed outside the normal line of work.

Applications for this position are open to anyone who is highly motivated and creative and has interest in youth. Start Date is approximately June 19th, 2023 to approximately August 18th, 2023.

Wage range - \$17.53-\$18.36/hr depending on experience.

The successful candidate will be required to complete a Police Record Check prior to commencement of employment.

SUBMISSION OF APPLICATIONS/RESUMES

Applications/Resumes for all of the positions described above will be accepted by the undersigned up to **Friday, March 31, 2023**. (Only those considered for employment will be contacted).

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