



Play Program Supervisor Position

REPORT TO:	Manager of Parks & Recreation
SUBORDINATE POSITIONS:	N/A
PURPOSE OF POSITION:	Responsible for the overall planning, delivery, and supervision of activities for children 5-8 years of age and up.

SCOPE

Reporting to the General Manager of Community Services under the direct supervision of the Manager of Parks and Recreation, the Play Program Supervisor will plan, deliver, and supervise structured activities such as games, crafts, etc. Duties also include working with and overseeing three staff members.

RESPONSIBILITIES

1. Organize, deliver and supervise of a variety of play activities and staff
2. Ensure staff are carrying out their responsibilities in a co-operative, efficient, and enthusiastic manner.
3. Prepare daily/weekly activity schedules
4. Complete all required reports
5. Obtain and control supplies using the Purchase Order System, upon approval of the Manager Parks & Recreation
6. Promote Play Program activities
7. Maintain disciplined and structured yet fun and enjoyable environment.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

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

1. Interest in youth and youth programming
2. Ability to supervise and direct a diverse group of youth and staff

Skills

The Play Program Supervisor must demonstrate the following skills:

1. Ability to work independently while carrying out direction of supervisors
2. Creative, entertaining while maintaining a structured disciplined environment
3. Highly motivated and excellent time management skills required
4. Maintain strict confidentiality
5. Physically capable of performing assigned duties



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Personal Attributes

The Play Program Supervisor must demonstrate the following personal attributes:

1. Maintain standards of conduct and deliver the required level of service
2. Professional, respectful and courteous demeanour
3. Working in a dedicated team 1st environment
4. Punctual and committed

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 - \$18.93-\$20.36/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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