

City of Melfort

Department of Community Services

EMPLOYMENT OPPORTUNITY

Playground Supervisor – City of Melfort’s Playground Program

The City of Melfort’s Community Services Department is seeking a responsible, creative and highly motivated individual.

The Position:

Playground Supervisor

Under the general supervision of the Aquatic Manager and the technical direction and guidance of the Community Service Director, provides leadership and supervision of playground leaders which are responsible for the planning and implementation of daily activities for children of varying abilities. These programs are accessible and dynamic in nature, designed to meet the needs of children with differing ages, abilities and backgrounds.

MAJOR RESPONSIBILITIES:

1. Monitoring employee productivity and providing constructive feedback and coaching
2. Receive complaints and resolve problems
3. Maintain timekeeping and personnel records
4. Pass on information from upper management to employees and vice versa
5. Develops, organizes, and leads a variety of activities for children ages 5-13, of varying abilities, in various Children and Youth programs throughout the city.
6. Responsible for planning of recreational activities including arts and crafts, games, drama, sports and special events that are based on the interests of the children and meets provided deadlines on theme, content and submission deadlines.
7. Responsible for the safety, behavior management and supervision of all children participating in programs and transitions (Ie. buses).
8. Ensures that all children are treated with fairness, respect, and understanding.
9. Works cooperatively with staff, community partners, and volunteers.
10. Responsible for timely delivery of information to Coordinator and Specialist (e.g. incident reports, accident reports, supply requests, planning)
11. Ensures that program rules are met in order to provide a safe, fair, respectful, inclusive and fun environment for all the children. Works cooperatively with the supervisor, aquatic manager, staff and parents to ensure that this objective is met.
12. Assists in the facilitation of the inclusion of children with disabilities into the program.
13. Attends and participates in training session and designated staff meetings.
14. Responsible for care and return of supplies and equipment. Reports any damages or depletions. Communicates any supply needs through the appropriate channels.
15. Prepares ongoing and/or end-of-session program evaluations in a timely manner.
16. Enforces all Children and Youth program rules and policies, including adhering to the staff code of conduct.
17. Positively interacts with the public.
18. Performs Health and Safety tasks, and follows all program and Corporate Health and Safety Policies and Procedures, including but not limited to site inspection.
19. Monitors and assist volunteers, as needed.
20. Collects and records information for statistical purpose as required.
21. Performs such other related duties as may be assigned.

The Qualifications:

Education/Experience:

- Minimum 17 years of age;
- Demonstrated experience in community recreation and/or children's programs and/or related volunteer experience.
- Demonstrated involvement in coaching, teaching and working with children in a recreation/sport setting.

Skills/Abilities

- Ability to communicate ideas verbally and written;
- Ability to organize and lead activities;
- Positive role model for children;
- Responsibility, enthusiasm, creativity, initiative, motivation, willingness to learn, personable;
- Ability to lead/work in a diverse and dynamic environment;
- Team player.

Assets:

- Previous supervisor experience
- Previous experience working with children ages 5-13 in a variety of settings (drop-in, special event, workshops)
- Experience working with children with disabilities
- Experience working in a camp setting.
- SPRA / HIGH FIVE courses or other leadership training.

CONDITIONS OF EMPLOYMENT:

- Must undergo a successful police records check, Type II(if age 18+)
- Must have a standard first aid with CPR C certification
- Must participate in training sessions.

TERMS OF EMPLOYMENT:

- Available for the complete length of the seasonal program (July-August)

Please send Resume by May 28th, 2018 to:

Tim Herzberg

Aquatic Manager

Northern Lights Palace Wave Pool

Email: Pool@melfort.ca

Phone: 306-752-7200

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