

Summer Playground Supervisor

The City of Melfort's Community Services Department is actively seeking to fill our Playground Supervisor position for the summer 2019! We provide great service, excellent working conditions, and coaching/mentoring for our team members. This is a summer position running from July 2nd to August 23rd. Operational hours of playground will be Monday-Friday 12pm-5pm and Saturdays 1pm-4pm.

Job Description and Qualifications:

Under the general supervision and technical guidance of the Aquatic Manager/Recreation Programmer you will provide leadership and activities for children ages 5-12 in our Summer Playground program. Responsibilities are:

- Organizing and supervising playground activities, programs, and to encourage participation in daily activities.
- Planning of recreational activities including arts and crafts, games, sports, and special events that are based on the interests of the children and meet the provided deadlines on theme, content and submission deadlines
- Safety, behavior management and supervision of children participating in program
- Work cooperatively with staff, community partners and volunteers
- Timely delivery of information to Manager and Aquatic Supervisor (e.g. incident reports, supply requests, program planning)
- Ensure that program rules are met in order to provide a safe, fair, respectful, inclusive and fun environment for all children.
- Assist in the facilitation of the inclusion of children with disabilities in the program
- Attend and participate in training sessions and designated staff meetings
- Prepare ongoing and/or end-of-session program evaluations in a timely manner
- Enforce all children and youth program rules and policies, including adhering to the staff code of conduct
- Positively interact with the public
- Performs Health and Safety tasks and follows all program and corporate health and safety policies and procedures
- Collects and records information for statistical purposes as required
- Other duties as assigned

Qualifications:

- Highschool graduate student or enrolled in post-secondary education
- Standard First Aid and CPR



- Police check clearance including vulnerable section
- Experience supervising kids would be an asset
- Eighteen years of age or older

Knowledge, Abilities and Skills:

- Leadership skills
- Ability to plan, organize, schedule, instruct and evaluate program activities
- Ability to interact courteously with program participants, parents and public
- Ability to express ideas effectively in oral and written form
- Ability to work cooperatively with other playground staff

Please submit resumes and contact information to City of Melfort Community Services Department at the City of Melfort, Box 2230 Melfort Sk, S0E 1A0. For more information, please contact Shannon Marshall, Aquatic Manager/Recreation Programmer at 306.752.7200 or email pool@melfort.ca

