



**Lac La Biche County**  
welcoming by nature.

## **SUMMER EMPLOYMENT OPPORTUNITY** **LAC LA BICHE COUNTY**

### **Recreation Program Supervisor**

Full Time Summer Position, based on a 35 hour work week

The Summer Program Supervisor will plan, organize, and implement the summer drop in programs, which provide opportunities for children and youth in the region to participate in free, semi-supervised recreation programming with sports, games, physical literacy activities and crafts facilitated by Lac La Biche County Recreation program staff. Additionally, this position provides support to the Community Recreation Supervisor in planning and facilitating summer sports camps and community events.

#### **Responsibilities:**

- Plans, organizes and schedules summer recreational programs and camps, ensuring supplies are purchased and activities are set up prior to programs starting;
- Provides program details and assists with design and creation to promote summer programs and camps;
- Facilitates programs leading as positive role model; encourages participation in an inclusive environment and engages children in active play while supporting social development and teamwork;
- Assists with interviewing, hiring and training staff ensuring staff are adequately trained to deliver quality programs;
- Prepares work schedules, staff assignments and verify staff timesheets;
- Provides supervision of summer program staff and volunteers who are on site at programs;
- Monitors and evaluates staff, volunteer as well as activities and events;
- Provides evaluations and recommends continuation or termination of staff/volunteers to the Community Recreation Supervisor;
- Understands and applies developmental activities as per High Five principles of Healthy Child Development;
- Manages behavioral issues that may arise during programs and events that cannot be resolved by programming staff;
- Understands and applies department policies and procedures;
- Assists with planning and facilitation of community events and other programming as required;
- Manages supply and equipment budgets and tracking of program and related expenses;
- Documents statistics and provides program reports to the Community Recreation Supervisor;
- Conducts vehicle and site inspections to ensure areas are safe for staff, volunteers and participants;
- Completes job hazard assessments and implements safe work procedures;
- Adapts, modifies or relocates programs and events as necessary;
- Monitors program supplies and equipment to ensure all are in good working order;
- Ensures staff and participants are properly attired and using equipment safely and properly;

- Ensures first aid kits and safety bags are stocked and readily available;
- Administers first aid treatment and emergency response procedures as required;
- Completes injury and incident forms as required;
- Attends monthly safety meetings as required and available;
- Maintains a high level of positive and professional communication with patrons, participants, parents, user groups and staff while adhering to Freedom of Information and Protection of Privacy (FOIP);
- Communicates with parents/guardians concerning program and participant issues and answers questions or concerns in a professional manner;
- Works collaboratively and communicates effectively with co-workers, county departments and other organizations to provide successful programs and events through partnerships;
- Actively promotes programs and events offered through the County in a creative and enthusiastic manner;
- Responds to inquiries, resolves concerns, and complaints in a tactful, professional manner seeking assistance from Community Recreation Supervisor when required;
- Attends scheduled staff meetings and training workshops as required.

**Qualifications:**

- Must be attending/returning to post-secondary education in social work, kinesiology/physical education or recreation fields
- Minimum 18 years of age
- Valid class 5 Driver's license
- Current standard first aid and CPR Certification
- HIGH FIVE® Training an asset
- Physical Literacy Instructor training an asset
- National Coaching Certification Program (NCCP) certification an asset
- 2 years previous experience working with children in recreation/sport program or camp setting;
- Some experience in a leadership role (sports, school, church, etc.)
- Knowledge or physical literacy as asset;
- Knowledge of municipal government and administration of public recreation programs an asset;
- Understanding of child development and behavioural disorders an asset
- Knowledge and application of occupational health & safety regulations and risk management
- Successful candidates will be required to provide a criminal records check and a driver's abstract.

Tentative employment for this position will be from May until completion of season.

**Salary range: \$26.58 to \$30.24**

- Competition number: **SS11-RPS-20**
- Closing Date: **February 27, 2020**. Applications received after **February 27, 2020** will be considered after the preliminary round of hiring has taken place and only if a second round of interviews is required.

Interested candidates are invited to forward their resume in strict confidence to:  
Attention Human Resources  
Lac La Biche County  
Box 1679, Lac La Biche, AB T0A 2C0  
Fax: 1-888-421-2533 Email: [hr@laclabichecounty.com](mailto:hr@laclabichecounty.com)

We thank all interested applicants; however, only applicants selected for an interview will be contacted.