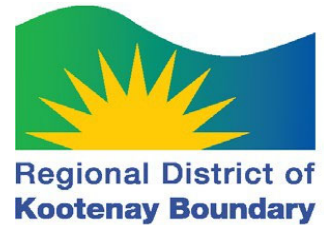


JOB DESCRIPTION

Summer Parks Program Leader



DEPARTMENT:	<i>Beaver Valley Recreation</i>
PRIMARY LOCATION:	<i>Beaver Valley Recreation - Multiple Locations</i>
REPORTS TO:	<i>Manager of Facilities and Recreation</i>
EMPLOYEE GROUP:	CUPE

JOB OVERVIEW

Reporting to the Program Service Coordinator (BV), the Summer Parks Program Leaders plan and prepare activities and crafts for Fruitvale, Montrose and Area A children aged 6-11 with the Summer Parks Program in the Beaver Valley.

RESPONSIBILITIES

- Develop, plan and run a program for 6 weeks of the summer. This includes daily crafts, games, sports, theme days, story time and snack time.
- Provide attendees with effective instructions and demonstration of activities to support participation.
- Plan and organize field trips and special events.
- Organize and pick up supplies and materials.
- Supervise and interact with children with safety as first priority.
- Exercises courtesy, tact and diplomacy in handling complaints and inquiries from the public.
- Register, sign-in and sign-out each child every day.
- Maintains effective communication with peers and Program Service Staff.
- Other duties as assigned.

SELECTION CRITERIA

The required qualifications, experience and training for this position include:

- Must be between the ages of 15 and 30 years of age at the beginning of the work period, for funding reasons.
- Familiar with computer programs such as Microsoft Word and Excel.
- Basic First Aid, CPR and Automated External Defibrillator (AED) certificates preferred.
- Excellent communication skills with children and co-workers.
- Strong organizational skills with the ability to adapt quickly to a new schedule or plan.
- Ability to work effectively with minimal supervision.
- Priority given to students looking to further their education working with youth.