



Macdonald-Headingley
R E C R E A T I O N D I S T R I C T

JOB DESCRIPTION

SPRING BREAK SITE SUPERVISOR

POSITION TYPE:	Seasonal (March Break – March 28-April 1)
REPORTS TO:	Macdonald-Headingley Recreation District Program Director
HOURS:	24-28 hours Tuesday through Thursday 8:30 AM to 4:30 PM *Must be available for orientation Monday March 28 th
RATE OF PAY:	\$16.00 per hour
PROGRAM LOCATION:	Oak Bluff Recreation Centre
DEADLINE TO APPLY:	Tuesday, February 1 st , 2022

DESCRIPTION

Macdonald-Headingley Recreation District (MHRD) is looking for a motivated **Site Supervisor** for the Spring Break Day Camp March 29 to March 31. This position will support program supervisors and support staff, create a safe and welcoming environment, and recognize that children need to learn from a caring role model. **Site Supervisor** will be responsible for supporting an environment that helps children play safely. Under the guidance of MHRD, the Site Supervisor will work collaboratively with other Spring Break staff. Successful candidates will implement quality recreational child-care programming that engages and promotes positive experiences, while adhering to COVID-19 protocols. Ideal candidate will have experience working with children in a recreational or school setting.

Role and Responsibilities:

Under supervision of the Program Coordinator, staff will promote a safe and welcoming environment at the Spring Break Camp and support the activity supervisors implement and deliver Spring Break Camp program. This includes:

- Creating a safe environment for program participants
- Engage in behaviour management in the event of conflict

- Potentially instruct, participate, and interact with children during program
- Be an enthusiastic and positive role model to children
- Treat children with dignity and respect
- Monitor children's participation, providing coaching, guidance, and encouragement where necessary
- Handle incidents, problems, and emergencies professionally and with discretion
- Report all incidents and parent concerns to the Program Coordinator
- Act as a liaison between the site and the Program Coordinator during hours of work
- Ensure all equipment and supplies are in good, safe condition and are used appropriately
- Assist in the daily maintenance and cleanliness of program sites, while complying with current COVID-19 protocols
- Be always aware of the whereabouts of the first aid kit, make sure emergency exits are cleared of equipment/bags/coats
- Other duties as assigned

WORK ENVIRONMENT

- Physically demanding; must be able to maintain physical activity with children, supporting activities and programs
- Primarily working indoors and at times outdoors; supervising children indoors and outdoors, in all weather environments
- Ability to work independently, as well as part of a team

WORKING CONDITIONS

- General working hours are generally 8:30AM-4:30PM
- Some requirements to work irregular hours (drop-off & pick-up times)

KNOWLEDGE, SKILLS, AND ABILITIES

- Effective verbal and written communication skills
- Ability to foster and participate in a positive and cooperative work environment
- Knowledge and skills in a variety of program areas (i.e. outdoor play, sports, games, art, etc.)
- Ability to maintain administrative records (incident reports, daily log)
- Ability to handle injuries and high emotion situations with children
- Self-motivated, resourceful, and energetic
- Flexibility to adjust to dynamic work environment

QUALIFICATIONS:

- Must be 18 years of age or older

- Experience supervising and caring for children, implementing, and supervising children's recreational and/or indoor & outdoor programming
- A self-starter with the ability to work independently
- Experience leading and interacting with groups of children, within a range of ages
- Valid Emergency & First Aid Certificate
- Clear Criminal Record and Child Abuse Registry checks
- Experience in Early Childhood Education, Recreation and Leisure, or Education would be considered an asset
- Team player with a positive attitude

PHYSICAL DEMANDS

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee constantly sits; grasps; keyboards; uses repetitive movements; uses eye-hand coordination; hears; talks; uses the telephone; has contact with general public/customers; works alone. Employee frequently stands; walks; reaches; stoops, kneels, crouches, or crawls; climbs stairs, tastes, or smells.

Employee must be able to occasionally lift up to 30 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision.

COVID-19

All staff employed by the Macdonald-Headingley Recreation District are expected to follow policies set by MHRD, in adherence to provincial guidelines, including standard practice for cleaning, social distancing, providing first-aid, sanitizing during check-in, reviewing public health Covid-19 checklist with participants at sign-in, and other duties as assigned. Successful candidate must agree to follow guidelines set out by Manitoba Public Health.

Interested applicants must submit a resume, cover letter and 2 references by 4:00pm,

February 1st, 2022.

Macdonald-Headingley Recreation District

Attention: Program Coordinator

Subject line: "March Break Camp Activity Supervisor"

179 Seekings St, Headingley, MB, R4J 1B1

Phone: 204-885-2444

email: info@mhrd.ca

Macdonald-Headingley Recreation District is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the recruiting process. Please advise our office if you require any accommodations to ensure you can participate fully and equally during the recruitment process.