



**Macdonald-Headingley**  
RECREATION DISTRICT

**JOB DESCRIPTION**  
**SUMMER RECREATION**  
**PROGRAMMER**

<b>POSITION TYPE:</b>	Full Time - Seasonal (TBD – June to August)
<b>REPORTS TO:</b>	Macdonald-Headingley Recreation District Program Coordinator
<b>HOURS:</b>	35 hrs per week Monday through Friday Flexible hours: varying start times, some evenings may be required
<b>RATE OF PAY:</b>	\$13.00 per hour
<b>PROGRAM LOCATION:</b>	Communities throughout the Macdonald-Headingley Recreation District (MHRD office in Headingley, with program requirements in Oak Bluff, La Salle, Sanford, and Starbuck)
<b>DEADLINE TO APPLY:</b>	Wednesday, May 30, 2022 Please submit cover letter and resume to <a href="mailto:info@mhrd.ca">info@mhrd.ca</a> .

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**DESCRIPTION**

Macdonald-Headingley Recreation District (MHRD) is looking for enthusiastic, attentive summer staff to lead, support and motivate children as they enjoy all that is offered through our various summer programs. Recognizing that children need to learn from a caring role model in a safe and welcoming environment, the Recreation Programmer will work collaboratively with other staff to help plan programs, participate in programming, and monitor participants. The Recreation Programmer should be positive, proactive, and caring, while providing the best participant experience. Under the guidance of MHRD, bring the highest quality of summer program experiences to the communities we serve.

**Role and Responsibilities:**

Under supervision of the Summer Program Supervisor staff will assist with a variety of summer programs. This includes:

- Assist with the planning, implementation, and delivery of the Summer Day Camp and other summer programs
- Assist with the transportation of program supplies and equipment to and from various sites
- Instruct, participate and interact with children during every 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 Summer Program Supervisor
- Ensure all equipment and supplies are in good, safe condition and are used appropriately
- Assist in the setting up and take down of programs
- Other duties as assigned

#### **WORK ENVIRONMENT**

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

#### **WORKING CONDITIONS**

- Travel using a personal vehicle is a requirement for this position
- General working hours are 8:30 a.m. – 4:30 p.m.
- Some requirements to work irregular hours, to deliver specific programs (programming TBD)

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Effective verbal and written communication skills
- Ability to foster and lead 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
- 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 16 years of age or older
- Experience coordinating, implementing and supervising children's recreational and/or 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 First Aid Certificate
- Clear Criminal Record and Child Abuse Registry checks
- Experience/Interest in Early Childhood Education, Recreation and Leisure, or Education would be considered an asset
- Team player with a positive attitude
- Access to transportation

### **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. Employee occasionally drives motor vehicles; 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 ADHERANCE**

The applicant will need to be flexible with job duties, as Public Health restrictions due to Covid-19 may restrict or alter original roles and responsibilities. Staff 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.