

Program Leader

Casual position, includes evening and weekend work
Reports to: Recreation Programmer

Definition:

The Program Leader's role is to engage and interact with children aged 36 months to 12, maintain a controlled, safe atmosphere, while using every opportunity to provide a fun and positive environment for children to learn and grow in a healthy and safe recreational setting. The role will foster children's development socially, emotionally, physically and educationally.

Major Duties:

- Engages and interacts with children at all times.
- Maintains controlled environment and ensure children follow code of conduct.
- Encourage co-operation and problem solving.
- Plan for activities in advance and be prepared for when children arrive.
- Assists with program ideas and creation as well as development of programming.
- Encourage children to work through their conflicts, ensure appropriate language, calmness and a fair outcome.
- Communicates proactively with parents/guardians about children's participation.
- Performs other related duties as required.

Health & Safety

As per the Village's commitment to the physical and psychological health and safety of its employees, the Program Leader must adhere to the following accountabilities:

- Identifying and reporting workplace hazards
- Participating in incident investigations and inspections
- Assisting with Job Hazard Analysis and Risk Assessments
- Adhere to all workplace safety policies and procedures
- Being aware of the following safety considerations identified for this position:
 - Lifting awkward loads
 - Dealing with difficult customers
 - Extension of regular work hours during peak operations
 - Computer workstation ergonomics
 - Operating company vehicles

Minimum Qualifications:

- Grade 12 diploma
- Ability to communicate effectively with children of all ages.
- Works independently and in a team setting.
- Ability to deal with childhood issues such as sharing, bullying, teasing, lying – calmly and tactfully.

- Strong interpersonal and public relations skills.
- Demonstrates effective conflict resolution skills.
- Ability to be firm, but kind at the same time.
- Ability to establish and maintain effective working relationships with program participants, volunteers, recreation staff and the public.
- Working knowledge and effective skills related to integrating participants with disabilities.
- Ability to coordinate, play and interact in a variety of creative and sports related activities.
- Physical coordination and stamina necessary to carry out the duties of the position.
- Satisfactory criminal record check.

Required Licenses, Certificates and Registration:

- Emergency First Aid Certificate and CPR-C Certificate.
- Valid BC Driver's License and Satisfactory Driver's Abstract.
- Food Safe Certificate an asset.
- Responsible Adult Course or Key Elements of School Aged Children an asset.