

Program Leader

Casual position, hours vary and may include evening and weekend work
Reports to: Recreation Programmer

Definition:

The Program Leader's role is to engage and interact with children and youth aged 36 months to 18, maintain a controlled, safe atmosphere, while using every opportunity to provide a fun and positive environment to learn and grow in a healthy and safe recreational setting. The role will foster development socially, emotionally, physically and educationally.

Major Duties:

- Engages and interacts with both children and youth.
- Maintains controlled environment and ensures children and youth both 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.
- Assists at events as required.
- Monitors computer usage/sites.
- Cleans and tidies the facility to ensure a safe environment.
- Performs other related duties as required.

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.
- Experience working with youth and an understanding of youth issues.
- Strong interpersonal and public relations skills.
- Demonstrates effective conflict resolution skills.
- Demonstrates leadership ability.
- 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 vulnerable sector check.

Required Licenses, Certificates and Registration:

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