EAST HANTS

JOB DESCRIPTION

Recreation and Culture Department

POSITION TITLE:	**Recreation Program Leader**
REVISION DATE:	**March 2025**
REPORTS TO:	**Summer Program Supervisor; Community Recreation Coordinator**
POSITION SUMMARY:	Recreation Program Leaders foster a welcoming environment through the planning and facilitation of programming for a variety of age groups. A leaders' primary focus is on inclusion, well-being and participant safety.

TASK NO.	DESCRIPTION

Position Descriptions are intended to provide an outline of the general areas of responsibility and duties associated with a given position. Position descriptions are not intended to capture the full breadth of tasks and/or assignments an employee may be directed to complete at any given time. The MEH reserves the sole and unfettered right to make changes to this position description, as required by the organization, without impact upon the employment relationship.

HOURS OF WORK

Hours: 35-42.5 hours per week; 8:00 a.m.- 4:30 p.m. Monday - Friday

JOB DUTIES & RESPONSIBILITIES

1. Recreation Programming (90%)

1.1 Program Planning and Facilitation **-** Organize, lead and actively participate in all games and activities, including special activities such as swimming or skating. Provide supervision and companionship to program participants in all activities. Provide inclusion support by adapting activities as needed. Contribute to a welcoming and inclusive environment for all.

1.2 Occupational Health and Safety – Perform safety checks and report all hazards and incidents in a timely manner. Provide First Aid as needed.

1.3 Administration **-** Complete reports as assigned.

2. Other (10%)

2.1 Training **-** Attend and actively participate in all pre-season training as required.

2.2 Inventory **-** Organize and inventory camp equipment and supplies

2.3 Public Relations – Provide customer service in accordance with the Municipality of East Hants' Service Excellence Strategy to program participants, parents and community members

2.3 Meetings and Communication – Attend and participate in staff meetings and debriefs.

2.3 Other – Other tasks as assigned in support of program delivery.

JOB QUALIFICATIONS

Education and Experience

- Previous experience working with children and youth in a recreational setting
- Previous experience working with persons with disabilities an asset
- Basic understanding of healthy child development
- Basic Workplace First Aid with CPR C/AED an asset, must be willing to obtain
- Recreation & Inclusion training are considered an asset

Other Requirements

- Ability to work in a team-based environment with minimal supervision
- Clean Vulnerable Sector and Child Abuse Registry Checks
- Reliable transportation to program locations
- Preference will be given to returning full-time students and/or candidates pursuing studies in Recreation, Education or related field

Program Locations: East Hants Aquatic Centre, East Hants Sportsplex, various schools and facilities across East Hants including Corridor, Mount Uniacke and Hants North Areas.