



REGIONAL DISTRICT OF CENTRAL KOOTENAY

Summer Camp Program Leader Nelson & District Community Complex

Job Description

TITLE OF IMMEDIATE SUPERVISOR: Programmer- Events and Seasonal Programs

TITLE OF IMMEDIATE SUBORDINATES: N/A

DEPARTMENT: COMMUNITY SERVICES - Recreation

SUMMARY OF POSITION:

Under the direction of the Programmer and Head Camp Supervisor, the Summer Camp Program Leader is responsible for the supervision and instruction of recreation sport and leisure programs. The employee is responsible for the program planning, general safety and overall enjoyment of the participants attending the program.

TASK DESCRIPTION:

As a member of the Recreation team, responsibilities include, but are not limited to:

1. Ensure designated areas are free of hazards and are safe to operate on a daily basis.
2. Role model appropriate behavior and use appropriate language at all times.
3. Enforce BC Work Safe and Occupational Health & Safety Guidelines at all times.
4. Do a daily safety inspection of the emergency equipment to ensure all is in place and in good order prior to program start.
5. Provide and/or assist with first aid when needed following all emergency response guidelines.
6. Fill out all Incident or First Aid Reports and provide reports to the Supervisor as soon as possible.
7. Provide a fun, inclusive and non-competitive environment for patrons. Build rapport and meaningful relationships with participants during programs.
8. Plan programs activities based on program descriptions provided by the Programmer keeping plans developmentally appropriate, planning for participant fun and success.
9. Communicate to the Programmer any resources, training, equipment replacement, equipment purchases or supplies needed to deliver recreation services in an innovative and developmentally appropriate environment.
10. Setup and take-down of program equipment each day.
11. Ensure all participants are registered and/or have paid drop-in fees.
12. Check wristbands if applicable or maintain attendance reports.
13. Communicate behavior concerns with parent/guardian of children in the program in a positive format. Fill out Incident reports when needed and discuss with supervisor as soon as possible.
14. Provide a high level of understanding to all patrons with program concerns and feedback. Use positive behavior management styles to deal with challenging patron behaviors and communication exchanges.
15. Bring customer concerns, ideas and suggestions to the Programmer to improve overall program services.
16. Remain flexible – willing to learn new skills.
17. Communicate via email, phone and in person with co-workers and supervisor.



REGIONAL DISTRICT OF CENTRAL KOOTENAY

**Summer Camp Program Leader
Nelson & District Community Complex**

Job Description

18. Attend staff meetings and in-services as scheduled.

REQUIRED QUALIFICATIONS

- Current Standard First Aid and CPR-C.
- Strong verbal communication skills, including excellent customer service skills.
- Proficiency and confidence in working with children 0 – 18 years of age.
- Satisfactory Criminal Record.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Skills, expertise and experience leading recreational sport programs, inclusive games and/or arts and cultural programs.
- Ability to demonstrate program planning skills and behavior management strategies.
- Ability to problem solve and adjust plans to meet current situation.
- Ability to work independently.
- Community coaching certification, early childhood credits or certification, education or other training/certification that would provide knowledge regarding ages and physical and cognitive developmental stages. Ex. High 5 PHCD, Play to Learn
- Ability to lift up to 50 lbs.

ACCEPTANCE

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

Employee Name

Employee Signature

Date

Employer Representative Name

Employer Representative Signature

Date