

# Municipality of *Bluewater*

## HIRING TEMPORARY

### RECREATION PROGRAM LEADERS

Under the direction of the Recreation Coordinator, the Recreation Program Leader will develop and administer programming for children aged 4 to 12 as part of the Municipality's Recreation Programs. Duties may include providing supervision to children registered in the Municipality of Bluewater's during March Break Day Camp, Summer Day Camp and other recreation programming as well as planning, organizing, and implementing activities, maintaining accurate program records, and leading other recreation programming as required.

A vulnerable sector background check must be provided by the date of employment.

The duration of employment is Jan 1, 2025 to December 31, 2025.

The wage range for this position is \$18.07- \$22.59 Hourly, \*2025 increase pending.

#### Qualifications

- Previous experience working with children.
- Strong interpersonal, communication and public relations skills that deal positively with parents/guardians and children.
- Satisfactory Vulnerable Sector Background Check.
- Certified in First Aid and CPR.

Visit <http://www.municipalityofbluewater.ca/municipal-office/careers/> to view the Job Description.

Resumes will be accepted until 12:00 p.m. on Friday, January 17, 2025.

Interested persons please submit resumes to:

Denver Boertien, Recreation Coordinator  
Municipality of Bluewater  
14 Mill Ave.  
Zurich ON, NOM 2T0  
P: 519-280-0103 • F: 519-236-4329  
E: [reccordinator@municipalityofbluewater.ca](mailto:reccordinator@municipalityofbluewater.ca)

*The Municipality of Bluewater is an equal opportunity employer. Disability-related accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. Personal information for this position is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment.*

*All applicants are thanked for their interest in this position. Only those selected for an interview will be contacted.*

## MUNICIPALITY OF BLUEWATER

### **POSITION DESCRIPTION: Seasonal Recreation Program Leader**

**DEPARTMENT:** Facilities

**REPORTS TO:** Recreation Coordinator and Day Camp Coordinator

**POSITIONS SUPERVISED:** NONE

**PAY STATUS:** \$18.07- \$22.59 Hourly, \*2025 increase pending

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#### **Position Summary**

Under the direction of the Recreation Coordinator and Day Camp Coordinator, the Recreation Program Leader provides activities such as games, sports, songs and crafts and supervision to children registered in the Municipality of Bluewater's recreation programs and camps.

#### **Major Responsibilities:**

##### **Child Supervision**

Understands the basic principles of child development in order to support healthy development and relationships among its participants

Participates in daily signing in and out of program participants.

Interacts with parent/guardians reporting on daily successes and challenges.

Responsible for participant safety.

Intervenes and problem solves disputes between participants.

Role model's appropriate behavior always.

Engages in and leads all activities (sports, games, crafts, songs and outings) with participants throughout the day.

Understands and abides by all municipal policies and procedures. Performs the Statutory duties of the Chief Building Official.

##### **Recreation Programming**

Responsible for the overall day-to-day operation, and the safety and supervision, of the recreational programs/camps and its participants

Plans, organizes, and implements activities including games, crafts and songs, within budget.

Fosters an environment of teamwork and effective communication between employees and participants

Maintains accurate program records including attendance, incidents, logbooks, etc.

Ensures the program area remains clean and free of litter.

Leads other summer recreation programming as required.

Performs other duties as assigned.

**More Details:**

Dealing with participant disputes.

Maintain confidentiality of participant information on a regular basis (i.e., medical information).

Use creative problem solving regularly.

Arriving on time and properly dressed in uniform.

**Qualifications:**

Enrolled or completed Secondary education.

Previous experience working with children in recreation programs.

Satisfactory Vulnerable Sector Background Check.

Certified in First Aid and CPR.

Strong interpersonal, communication and public relations skills required.

Strong organizational and time management skills, with the ability to function well under pressure, required.

Ability to work effectively in a team.

**Working Conditions:**

Work is performed in municipal parks and recreation facilities with some risk of exposure to weather conditions.

Work regularly involves direct contact with the public, including children.

Exposure to disagreeable people and situations can be expected.

Work schedule may include evenings and weekends shifts.

**Approvals:**

\_\_\_\_\_  
Incumbent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Date

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