

# 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 include providing supervision to children registered in the Municipality of Bluewater's March Break Camp Program, 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 March 11<sup>th</sup> to 15<sup>th</sup> 2024. An additional training day will be mandatory.

The wage range for this position is \$17.45/hour to \$21.81/hour, as per the 2023 wage grid.

#### 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.

Interested persons please submit resumes to:

Denver Boertien, Recreation Coordinator  
Municipality of Bluewater  
14 Mill Ave.  
Zurich ON, N0M 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: Temporary Recreation Program Leader**

**DEPARTMENT:** Facilities

**REPORTS TO:** Recreation Coordinator / Manager of Facilities

**POSITIONS SUPERVISED:** NONE

**PAY STATUS:** \$17.45/hour to \$21.81/hour, as per 2023 wage grid

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#### **Position Summary**

Under the direction of the Recreation Coordinator, the Recreation Program Leader provides activities and supervision to children registered in the Municipality of Bluewater's March Break Program and other recreation programs as required.

#### **Major Responsibilities:**

##### **Child Supervision**

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.

Reports discipline issues to Recreation Coordinator.

Role model's appropriate behavior always.

Engages in and/or leads all activities 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**

Plans, organizes, and implements activities including games, crafts, songs, and local outings etc.

Works as a contributing member to the team with other Program Leaders.

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 and setting priorities with tasks.

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

Use creative problem solving regularly.

**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.

**Working Conditions:**

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

Work can involve frequent bending, lifting, climbing, and carrying.

Mental strain in dealing with challenging participant behavior and caregivers.

Working schedule is Monday to Friday.

**Approvals:**

\_\_\_\_\_  
Incumbent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Date