

Playground Coordinator Job Description:

- Responsible to the Recreation Program Supervisor
- Responsible to assist in the hiring and supervising of Playground Directors
- Provide direction and mentoring to Playground Directors on a regular basis in a variety of areas including job evaluations
- Responsible for planning and coordination of staff training, orientation and regular weekly staff meetings
- Acquire and distribute supplies and materials
- Responsible for inventory prior and after the program
- Attend to all pre-opening and closing preparations
- Inspect facility and equipment to ensure a safe program environment and perform regular playground visitations
- Responsible for Special Event Planning
- Prepare daily and weekly activity reports, attendance reports, damage reports, and accident/incident reports for yearend report
- Monitor discipline of participants and ensure a safe and healthy play environment.
- Monitor and train staff for paddling pools
- Work cooperatively with all staff members and maintain open lines of communication with parents, participants, supervisors and administrators
- Work with assigned budget
- Responsible for publicity of programs including media, tradeshow, parade and Sidewalk Days
- Perform related duties as assigned

Qualifications:

- Preferably Post-secondary education in Recreation/Kinesiology, Early Childhood, Education or another related program
- Previous experience working as a Playground Director
- Previous experience supervising staff will be taken into consideration
- Valid Saskatchewan Class 5 Driver's License, with a reliable vehicle
- Standard First Aid and CPR
- Police Check Clearance including vulnerable section
- Play Leadership Workshop Certificate
- Seventeen years of age or older

Playground Coordinator: term of employment for this position runs from June 6, 2016 to August 19, 2016 with the hourly wage being \$20.78/hour. Applications will be accepted until **April 29, 2016**.

Please note that it's mandatory that the successful applicant helps facilitate the Playground Leadership Workshop which will take place **Saturday, May 14, 2016**.

Knowledge, Abilities and Skills:

- Proven play leadership skills
- Knowledge of a broad range of recreation programs
- Knowledge of Computer and Microsoft Office Programs
- Proficient speaker
- Ability to plan, organize, schedule, instruct and evaluate program activities
- Ability to interact courteously with program participants, parents and the public
- Excellent oral and written communication
- Budgeting skills
- Good organizational skills and public relation skills

The Application Form will be available online. Please submit all Applications with resumes attached to the Parks and Recreation Department, 4th Floor, City Hall, 228 Main Street, Moose Jaw, SK. Be sure to specify what position you are applying for.

For more information, please contact Moose Jaw Parks and Recreation Department at (306)694-4447, email recreation@moosejaw.ca or visit www.moosejaw.ca.