

Playground Director's Job Description:

- Responsible to the Recreation Program Supervisor and Summer Playground Coordinator
- Responsible for organizing and supervising playground activities, programs, and to encourage participation
- To stimulate creativeness, sportsmanship, and leadership among playground participants
- Plan, develop and instruct activities/program to meet the needs of all participants
- Inspect facility and equipment to ensure a safe program environment
- Request program supplies and equipment as required
- Prepare daily and weekly activity reports, attendance reports, damage reports, and accident/incident reports
- Maintain discipline of participants and ensure a safe and healthy play environment
- Maintain, clean, and drain paddling pools
- At all times conduct yourself in such a manner as to enhance the prestige and dignity of your job
- Maintain proper records, forms and attendance of daily activities
- Perform related duties as assigned

Qualifications:

- High School Students or Post-secondary education in Early Childhood, Education, Recreation/Kinesiology or another related program
- Standard First Aid and CPR
- Police Check Clearance including vulnerable section
- Play Leadership Workshop Certificate
- Experience supervising kids an asset
- Sixteen years of age or older

Playground Program Director: term of employment will run from July 4 to August 12, 2016 with the hourly wage being \$12.85 (student wage) or \$16.97 (non-student wage). Applications for this job opportunity will be accepted until **May 27, 2016;**

Please note a mandatory Playground Leadership Workshop will be held on Saturday, May 14, 2016 you need to take this workshop to be eligible for the position. If you have taken this workshop in past years you do not need to take it again. A mandatory Orientation for successful Playground Director Applicants will be held on Monday, July 4, 2016.

Knowledge, Abilities and Skills:

- Proven play leadership skills
- Knowledge of a broad range of playground programs and the benefits they provide
- Ability to plan, organize, schedule, instruct and evaluate program activities
- Ability to interact courteously with program participants, parents and public

- Ability to express ideas effectively in oral and written form
- Ability to work cooperatively with other staff

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.