

Youth Activity Centre Supervisor Job Description:

- Responsible to the Recreation Program Supervisor
- Responsible for organizing and supervising youth activities, programs, and to encourage participation
- To stimulate creativeness, sportsmanship, and leadership among 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
- Responsible for equipment and keep inventory of equipment
- Prepare daily and weekly activity reports, attendance reports, damage reports, and accident/incident reports
- Maintain discipline of participants and ensure a safe and healthy environment
- Maintain, clean, and monitor facility as per facility standards
- At all times conduct yourself in such a manner as to enhance the prestige and dignity of your job
- Open and secure the building
- Maintain proper records, forms and attendance of daily activities
- Perform related duties as assigned

Qualifications:

- Preferably Post-secondary education in Recreation/Kinesiology, Early Childhood, Education or another related program
- Standard First Aid and CPR
- Police Check Clearance including vulnerable section
- Experience supervising teens an asset
- Experience with recreation programming an asset
- Eighteen years of age or older

Youth Activity Centre Supervisor: term of employment will run from July 4 to August 12, 2016 with the hourly wage being \$20.78. Applications for this job opportunity will be accepted until **May 27, 2016;**

Please note mandatory orientation for successful Youth Activity Centre Supervisor applicants will be held on Tuesday, June 28, 2016.

Knowledge, Abilities and Skills:

- Proven leadership and supervision skills
- Knowledge of a broad range of Sports and Recreation 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.