



Posting ID: 20018

Program Leader

Casual – Hours vary from 0 – 40 / week

Department: Recreation and Community Development

Reports To: Recreation Programs Supervisor

Classification Level: \$16.24 - \$17.23 /hour

At the City of Leduc, we offer the best recreation program experience! From preschool to daycamps we not only have fun, but we make fun happen. Spend your working hours being part of a team that are enthusiastic, adventurous and of course having fun. If you like to spend time playing, learning, crafting and making a difference with children, we want you to be a part of our team!

Working Conditions:

- Extensive contact working with preschool to school aged children
- Daily program delivery with varied shifts (Weekdays between 8:30am-3pm; occasional evening/weekend shifts)
- Comfortable with swimming, leading activities, reading to children, setting up/storage/dismantling of program equipment and materials
- Ability to walk, stand and sit on the floor. Must be able to talk and hear well. Good vision is imperative. Kneeling, crouching or crawling is required occasionally.
- Possible cross train for additional hours available in the Child Minding Centre

Duties and Responsibilities:

- Implementing, facilitating and evaluating program activities; including child minding, preschool, daycamps, youth, family, senior and special programs
- Being actively engaged in the safety, well-being and development of the participants in programs
- Maintain program participant discipline
- Providing leadership and instruction to staff and patrons
- Train and provide leadership to volunteers

Qualifications:

Education & Experience:

- Minimum 18 YOA and High School graduate
- Red Cross Standard First Aid or equivalent
- Red Cross Babysitter's Instructor, an asset
- Minimum 3 months direct leadership, programming and implementation of programs

Knowledge:

- Knowledge of common games, activities and songs appropriate for all ages
- Knowledge of age appropriate dialogue
- Techniques for interactions with upset children

Skills:

- Possess exceptional organization and time management skills
- Implement and organize program elements
- Effective skills in communicating with co-workers, supervisors, participants and patrons

Abilities:

- Ability to work independently and as a team member
- Exceptional ability in written and oral communications
- Strong ability to multi-task and prioritize a workload effectively
- Able to pass a Criminal Record Check - Vulnerable Sector
- Able to pass a Child Intervention Check

If this sounds like you, we want to hear from you! To apply, please visit our website at:

www.leduc.ca/jobs

Competition closes at 12:00 noon (MT) on August 26, 2016. This competition may be used to fill future vacancies at the same or lower classification level. We thank all applicants for their interest, however, only those selected for interviews will be contacted.