

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT (RECREATION DIVISION – PROGRAM DEVELOPMENT SECTION – LOCATION – TBA)

SUMMER PROGRAM ASSISTANT (SUPIE)

SUMMARY OF DUTIES

Under the supervision of the Recreation Coordinator or Supervisor, Gym/Club Programming, the Summer Program Assistant (Supie) provides leadership in recreational and outdoor programs. Assists with programs and provides guidance to Supie Counsellors and volunteers and ensures safety measures are maintained.

SPECIFIC DUTIES

Develops, plans, implements, promotes and schedules outdoor playlot programs for children 5-12 years of age.

Directs and provides leadership to summer staff as assigned.

Conducts weekly scheduled staff meetings.

Monitors, trains and evaluates staff.

Prepares and submits all required administrative documents on programs and staff.

Compiles end of season report with program and staff recommendations.

Ensures that the policies and procedures of the Department are followed and maintained.

Performs other duties as assigned which are related to the responsibilities of the job.

QUALIFICATIONS

1. Demonstrated playlot background with previous experience as a Supie Counsellor or camp programs.
2. Leadership experience and skills in crafts, music, sports, special needs, games, arts, drama and volunteers.
3. Must be able to communicate effectively, both orally and in written form.
4. Must have excellent public relations skills.
5. Proven leadership skills - must be able to lead and provide consistent leadership and objective evaluation.
6. Commitment to this position will include staff training, staff meetings and on-site attendance during the summer season.
7. Must hold a Class "G" Driver's Licence valid in the Province of Ontario with zero demerit points.
8. Must possess and maintain current certification in "Standard" First Aid with CPR Level "C". (This must be clearly identified on your resume.) All "Standard" First Aid certificates must be issued by a training agency recognized by the Workplace Safety Insurance Board (WSIB). Please refer to the WSIB website www.wsib.on.ca for approved providers. At time of assessment (which could be as early as days after the posting closes), you will be asked to provide "proof" that you possess the required certificate(s).

- 9. Must possess a High Five Principles of Healthy Child Development Certificate or ability to obtain within 20 days of employment.
- 10. 21 years of age is an asset.
- 11. Provision of a vehicle for use on the job.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEROF IS REQUIRED AFTER HIRE.

NOTE 1:

As a condition of employment, the successful applicant(s) will be required to obtain a Vulnerable Sector Check, at their own expense, prior to beginning work in this position.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
