



## **Employment Opportunity:**

**Position Title:** Recreation Leader, Academic Year

**Reports to:** Community Development and Recreation Director

**Classification:** Part/time, Seasonal (hours based on scheduled programs)

**Hourly Wage:** \$14.50 plus vacation pay (\$15.00 after October 1<sup>st</sup>)

### **Position Summary:**

Working under the direction of both the Community Development & Recreation Director and the Active Living Coordinator, Recreation Leaders will assist with the delivery of Community Development and Recreation Department programs throughout the Municipality of the District of St. Mary's over the 2023/24 academic year.

### **Duties of Position:**

- To provide supervision, lead and participate in programs for children and youth during a variety of recreational programs and services throughout the 2023/24 academic year, primarily in the afterschool time period.
- Provide assistance at the Before and After Program as needed.
- Complete Before and After Program Training as needed.
- Ensure programs are safe and participant safety is the number one priority.
- To be an active participant in programs delivered by the Community Development and Recreation Department.
- To assist with various special events throughout the 2023/24 academic year.
- To assist in the evaluation of programs.
- When delivering a CDR program ensure local community buildings are returned to satisfactory condition at the end of a program (i.e. neat, tidy, garbage disposed of, floors clean etc.).
- To fill out and turn in expected paperwork and reports.
- Ensure all recreation equipment is well organized, cleaned, and stored in the proper place and is kept in good shape.
- Be a HIGHFIVE ambassador and model the five principles of the healthy childhood development at all programs and events
- Complete required training including but not limited to HIGHfive, Principals of Healthy Childhood Development, First Aid, Level "C".
- Other duties that may be assigned

### **Education and Qualifications:**

- Candidates with a combination of experience and education will be considered.

**Requirements:**

- Applicants must be of legal working age (14 years old) with a Social Insurance Number.
- Applicants pass a Criminal Record check.
- Applicants must pass a Vulnerable Sectors check.
- Applicants must pass a Nova Scotia Child Abuse Registry check.

**Skills and special knowledge:**

- Must possess organizational skills and ability to multi-task.
- Teamwork is essential.
- An appreciation of the field of recreation and the ability to play is essential.
- Active Participation in programs.

**Applications:**

Apply with resume and cover letter along with two references. Applications will be accepted until **4:00pm on Friday, September 8<sup>th</sup>, 2023, or until the position is filled.** Only those applicants selected for interviews will be contacted.

Applications accepted by:

Email: [kerri.jack@saint-marys.ca](mailto:kerri.jack@saint-marys.ca)

Mail: PO Box 296, 8296 Highway #7 Sherbrooke NS B0J 3C0

In person Municipal Office, Monday-Friday, 8:30am – 4:00pm