Programs Leader

Job Description

Reports to:	**Programs Team Leader**
Division:	**Parks & Recreation**
Business Centre:	**Recreation & Programs**
Team:	**Programs**
Date Updated:	**2025**

Job Scope: The Programs Leader is responsible for providing a creative, safe and educational experience for participants that promotes social development in a recreational environment and is customized based on the needs of participants. This role works collaboratively with Programs, assisting with the day to day operation of meaningful programs and activities on a year round basis for children, youth, adults or a combination of those. The goal is to provide lifelong learning opportunities and skill development for the public while promoting a healthy lifestyle and active mind.

Key responsibilities of the job are as follow:

1. **General responsibilities:**
   - **Day-to-Day Operation** – Provide instruction and supervision in a caring, nurturing and customer focused manner to attendees of programs and activities that may include but not limited to: day camps, Kindercare Babysitting Service, out-of-school care, youth activities, swimming, and other general programming;
   - Prepare and organize craft and activity supplies and manage equipment inventory, ensure supplies and equipment are stored appropriately at the end of each day;
   - Provide support to community events as assigned.
   - **General Programming Responsibilities**– Under the supervision and approval of the Programs Team Leader, prepare program plan recommendations and then implement program plans for daily or weekly activities based on pre-determined themes, ages of participants and available facilities and supplies;
   - Provide administrative assistance to the Programs Team Leader through completion of lesson plans, attendance sheets, and incident reports, supply and evaluation forms;
   - Promote program to the parents and participants through verbal and written communication, i.e. weekly parent notices;
   - Provide information to the public when requested or direct inquiries to the Programs Team Leader;
   - Complete volunteer evaluations form and provide verbal feedback.
2. **Other responsibilities:**
   - Participate in required training and projects as assigned;
   - Provide support and back-up to team members, including volunteers, as required;
   - Promote Programs to the community and provide information to the public when requested;
   - Forward inquiries and concerns to the Programs Team Leader to address and respond.

Qualifications and required skills:

- **Education:** Equivalent to High School education. First aid certification is required. Must qualify, obtain, and maintain a favorable Personal Information Check with Vulnerable Sector.
- **Certifications:** First aid certification is required. Must qualify, obtain, and maintain a favorable Personal Information Check with Vulnerable Sector. Level 1, 2, or 3 Early Childhood Educator Certificate preferred, or willing to obtain.
- **Experience:** Up to one year direct/indirect related work experience.
- Aptitude for working with children.
- Demonstrated safety awareness and customer focus is required.
- Strong communication, teamwork, and relationship building skills along with the ability to solve problems and resolve conflicts is required.
- Lifting up to 30 lbs on an infrequent basis, ability to handle exposure to varying Alberta weather conditions, and the ability to participate in recreational or sport activities such as skating or swimming as per program content is required.
- Ability to work flexible hours including evenings, weekends, holidays, shift work and split shifts is required.
- Act as a positive role model while mentoring participants and volunteers.
- Previous experience working with low income families and culturally and/or physically diverse populations will be considered an asset.
- Sound knowledge of current community resources and services is an asset.
- A valid Police Information Check with Vulnerable Sector Search (if over 18 years of age).
- Computer skills (Microsoft Office Suite).