

Recreation Supervisor

Alison Neighbourhood Community Centre is a nonprofit organization that helps build community alongside people of all ages. We help build individual and community skills and assets, and provide opportunities close to home for everyone. We are looking for a dedicated individual to support youth and community programming and events. Team Members are fun, resourceful, compassionate, kind, trustworthy, and fair.

Position: Recreation Supervisor
Supervisor: Recreation Coordinator
Updated: January 2023

Basic Job Function(s): The supervision and facilitation of Alison Neighbourhood Community Centre's After School Program and other recreation programs.

Term:

The Recreation Supervisor position is a part-time contract position contingent on continued and sustained funding from the City of Cambridge, Lyle S. Hallman, and the Ministry of Tourism, Heritage, Culture and Sport.

Job Responsibilities

After School Recreation:

- Supervising, lead planning, preparation and delivery of the After School Program for Grade 1-6 with up to 30 participants in accordance with the program guidelines as outlined by funders, Recreation Coordinator and Executive Director;
- Supervising, and delivery of Youth Recreation Programs when required;
- Plan and create daily program plans that align with funder guidelines, HIGH FIVE® principals and the organizations' best practices for child and youth recreation;
- Utilize evaluation tools and metrics to gain insight of program success, improvement areas and projection of growth for the purpose of reporting to funders, The ANCC Board of Directors and Executive Director;
- Ensure the safety and participation of staff, participants and youth volunteers encouraging participation in games, crafts, activities and offsite trips;
- Complete any program report forms as required and conduct weekly check-ins with Recreation Coordinator to ensure a high-quality standard;
- Work with an understanding and sensitivity to the multi-cultural needs of our community;
- Apply and encourage The HIGH FIVE® Principles of Healthy Child Development in every aspect of program life: A *Caring Adult*, The opportunity to make *Friends*, The opportunity to *Play*, The opportunity to *Master Skills* and The opportunity to *Participate*;
- Adhere to City of Cambridge guidelines and the Policies and Procedures set forth by the organization to ensure the highest quality of service delivery;
- Complete operational duties such as administrative work as it relates to funder reporting, daily security of site including opening/closing duties, set up and clean up;
- Maintain confidentiality of participant phone numbers, health problems, and site concerns while acting as a point of contact to parents/guardians;
- Work with a high-quality standard; present a clean and neat appearance;
- Perform other related duties, as assigned by the Executive Director or Recreation Coordinator, as required to meet organization objectives

Summer Camp Coordinating:

- Team Lead in creation and planning of program themes, skits, and activities;
- Leader in implementation and execution the daily program, activities, and off-site trips;
- Lead and coach LIT's in assistance with program delivery;

- Utilize diversity and inclusion practices to inform the summer camp program delivery;
- Interact with children, enhancing their experience through development of relationships;
- Coach and mentor Camp Leaders in team development, communication and conflict resolution;

Requirements:

- Work or volunteer experience in child or youth service settings
- Must be enrolled in or have completed post-secondary education, or have equivalent experience
- Standard First Aid with CPR Level C
- Vulnerable Sector Police Record Check
- HIGH FIVE® Principles of Healthy Childhood Development Certification

Hours/Rate: March-June: 15-20hrs/week; mainly after school, evenings, occasional weekends
July & August: 35hrs/week; Monday to Friday
\$18.00 per hour
Part-Time, Contract March 2023 to August 2023