

Assistant Recreation Supervisor

Yarmouth Recreation provides recreation programming and services for the residents of both the Town of Yarmouth and the Municipality of the District of Yarmouth. Yarmouth Recreation continuously strives to improve the quality and condition of our facilities, increase the availability of recreation and leisure programming for area residents, and ensure optimal customer service.

Yarmouth Recreation is searching for a dynamic, organized and energetic individual to assist in the supervision of summer day camp programs, special events and activities. This position is held from May 21st to August 23rd 2024. Recreation is the experience that results from freely chosen participation in physical, social, intellectual, creative, and spiritual pursuits that enhance individual and community well-being.

Job Description

The Assistant Recreation Supervisor will work out of the Municipality of the District of Yarmouth office for a standard eight-hour work day. The Assistant Recreation Supervisor will gain practical experience through developing community-based programming. They will build competency in project planning, community networking, data collection, safety assessments, documentation, critical thinking, and online marketing or promotion. The Assistant Recreation Supervisor will support the successful implementation of the department's day camp programs, pop-up events, and large community events. Additionally, the Assistant Recreation Supervisor will be asked to research programs and develop program plans that can be implemented in our community. The Assistant Recreation Supervisor may be asked to perform community engagement sessions to collect research and feedback on future and existing programs. The Assistant Recreation Supervisor will provide administrative support in the department's office by answering phones, taking bookings, and program registrations.

Desired Experience and Education

- High School diploma or equivalency.
- Completed or enrolled in a post-secondary education. A degree in Recreation, Community Development, or Kinesiology are considered an asset.
- Previous experience working with children.
- First Aid CPR Level C is an asset.
- Cheerful, reliable and customer service oriented when working alone or within our team.
- Experience working with persons living with differing abilities is an asset.
- Must have a valid Nova Scotia driver's license and access to a vehicle.
- Must be able to lift 30lbs for equipment transfer and set up (adaptions will be accepted).
- Experience managing teams, coaching, work in small groups.
- Experience planning and organizing daily activities with youth, children and teens.
- Experience with program promotion, marketing and social media campaigns.

Responsibilities and Duties

- Assist in planning and implementing the Yarmouth Recreation summer programs.
- Assist in all special events and/or festivals in the Town and Municipality of the District of Yarmouth.
- Update, post and maintain the Yarmouth Recreation website and social media pages.
- Identifying and confirming all resources required for a program, including equipment, supplies, and facilities.
- Ensure that all activities are carried out in safe and proper manner.
- Purchase equipment and supplies as necessary.
- Evaluate each event, as required, through the departmental event evaluation process.
- Adhere to the events or program's budget.
- Attend staff meetings.
- Follow policies and procedures set forth by the recreation department.
- Ensure all waivers and forms are completed prior to the start of a program.
- Handle cash payments and maintain up to date records for the participants of each program.
- Ensuring that all activities are carried out at the highest standard.
- Ensuring the safety of all activities and their participants.
- Ensure the first aid kit is ready and available at all times.
- Adhering to all safety guidelines and procedures.
- Reporting any problems, concerns, criticisms, and compliments to the Community Recreation Coordinator.

The Assistant Recreation Supervisor will be responsible to perform all duties as listed and other duties as requested by the Community Recreation Coordinator and/or Director of Yarmouth Recreation.



Mentoring Program – Assistant Recreation Supervisor

The Assistant Recreation Supervisor will get the opportunity to work in all facets of the department but will be mentored directly under the Community Recreation Coordinator. This position focuses on the development of community-based programs, events, and activities through partnerships. The goal is to give the intern as much exposure as possible to the sector, the community, and the passion for recreation.

The mentor and successful applicant will meet to discuss the core competencies specific to recreation and decide on the roles and responsibilities. The mentor and successful applicant will work together to develop specific and achievable goals for the placement as well as long-term goals for the successful applicant that the mentor may be able to assist in. Once the plan is laid out the mentor and successful applicant will decide on a meeting scheduled to discuss the work experience and if the tasks are aligning with their specific goals. At the end of the placement, the mentor and successful applicant will perform assessments to address any positives, shortcomings, or failures.

Interested candidates are invited to submit a cover letter and resume to:

yrec@munyarmouth.ca

Applications must be received on or before 5:00 P.M. on Friday, March 1st, 2024.

We thank all candidates for their interest;

however, only those selected for an interview will be contacted.

Please note that all positions are dependent upon receiving funding support.

