

# Municipality of the District of Lunenburg

## Position Job Description: Program Leader

### Position Overview

The Program Leaders are responsible for planning and leading summer programs as organized by their summer managers. They will work with youth of various ages in varying activities such as sports, crafts, outdoor-focused, and camping. Program leaders will act as role models for the youth in our programs.

### Job Responsibilities

- Plan and lead programs as assigned  
For example:
  - special events, workshops, sports, overnight camps
  - with a partner or the staff team, plan all aspects of each program (schedule of activities, including setup and cleanup, materials and supplies, leader of each activity, and evaluation)
  - ensure facilities and activities are safe and safety is a priority
  - develop rules for each activity and sample crafts as needed
  - ensure supplies, first aid kit, equipment and materials needed will be available, pick up before each program and return after
  - lead each program as planned but with the flexibility to meet participants needs and other variables such as weather and participant numbers
  - create an atmosphere of fun and inclusion for all program participants
  - maintain a friendly and welcoming attitude
  - act in a mature and responsible manner
  - follow department policies and procedures
  
- Program administration  
For example:
  - complete all check lists, report forms and evaluations for each program daily
  - participate in all staff training and meetings
  - communicate with office staff on a regular basis
  - cooperate in the development of volunteer youth (Leaders in Training)

### Essential Criteria and Competencies

- Programming and leadership skills
- Proven ability to work effectively with a variety of people in a variety of situations
- Experience planning and leading recreational programs for children, such as crafts, games, sports, drama, outdoor activities, and camping
- Coaching and leadership training is an asset
- Ability to work with little supervision
- Able to work as part of a team
- Access to a vehicle for the duration of employment
- Emergency First Aid and WHMIS
- Food Handlers Certification an asset

## **Direct Reporting Hierarchy**

Reports to: Special Events Manager and/or Sports/Camp Manager  
Supervising Others: N/A

## **Compensation**

Hourly Wage: \$12.95-\$13.95

Mileage Rate: \$0.467/km

## **Work Conditions**

- Summer office at the MARC, mid-late June to late August
- Weekly schedule varies
- Some evening and weekend work required
- Part-time positions may be available

## **Personal Attributes**

- Friendly, outgoing personality
- Personal interest in recreation
- Flexible and able to adapt to change