

Municipality of the District of Lunenburg

Position Job Description: Sports/Camp Manager

Position Overview

The Sports/Camp Manager oversees the development, implementation and evaluation of all summer sports programs as well as overnight camping trips. They are responsible for overseeing program leaders and leaders in training who are leading their programs.

Job Responsibilities

- Administer and oversee all summer sport programs, sport camps and camps
For example:
 - develop and plan all summer sport programs, sport camps and overnight camps with Program Leaders
 - cooperate and partner with community sport organizations
 - train/supervise/mentor Program Leaders with the aim of improving leader's skills
 - seek out specialized leaders as needed
 - book and check facilities
 - inventory and order sports and games equipment
 - order youth t-shirts as needed
 - conduct staff evaluations and parent feedback
 - make scheduling adjustments for weather cancellations
- Assist the Summer Manager with office procedures, staff training, staff scheduling and supervision.

Essential Criteria and Competencies

- Recreation programming and leadership experience. Preferably a student of Recreation, Kinesiology, or Physical Education
- Supervisory experience
- Excellent oral and written communication skills
- Computer skills (word processing, publishing, Internet)
- Coaching certifications an asset
- Knowledge or experience with recreation/sports/camp programming
- Excellent leadership skills
- Ability to work effectively with a variety of people in a variety of situations
- Access to a vehicle for the duration of employment
- Emergency First Aid and WHMIS
- Food Handlers Certification

Direct Reporting Hierarchy

Reports to: Summer Recreation Manager

Supervising Others: Program Leaders; Leaders in Training

Compensation

Hourly Wage: \$14.50-\$16.50

Mileage Rate: \$0.467/km

Work Conditions

- Semi-private office
- Air conditioned
- Summer office at the MARC, late April to late August
- Weekly schedule varies
- Some evening and weekend work required

Personal Attributes

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