

DTR Job Description



Position Title: Summer Play Escape Leader

Department: Community Services & Facilities

Reports To: Coordinator, Recreation Programming

Date: February 7, 2017

Job Purpose/Summary:

This position provides for the planning and implementation of the District's Play Escape Program. The program offers for a leader-facilitated play opportunities that develop and foster life skills, creativity, imagination, positive self-image and promotes a physical active lifestyle. The Play Escape Leader is responsible for leading children of varying abilities according to the guidelines of the program.

Examples of Work:

General Outline, Scope and Purpose:

As an activity specialist, the Play Escape Leader is a term position for the summer. The major responsibilities include:

Responsible for the safety, discipline and activities of all children participating in the Play Escape program on assigned sites or at special events.

Responsible to plan, initiate and supervise activities and special events within the guidelines of the program. Activities include but not limited to: art, music, character education, sports, games, crafts, dance, activities, other enrichment activities and special events.

Willing and able, to lead activities for participants of all abilities. Taking a pro-active approach to involve children who have disabilities in playground activities.

Attend and participate in mandatory training and staff development seminars.

Attend and participate in weekly staff meetings.

Enforce all Play Escape Program rules with respect to participants.

Knowledge, Skills and Requirements:

Education/Qualifications:

- Grade 10 minimum
- Standard First Aid Certification with a preference to having CPR – Level C
- Completion of the Canadian Red Cross Babysitting Course
- Preference of having High Five Quality Assurance Certification
- WHMIS
- Preference to having a valid Class 5 Driver's License

Experience:

- Minimum of at least one year babysitting or experience in leading or assisting with youth programming.
- A track record of providing excellent customer service.
- Ability to communicate effectively orally and in writing and exchange appropriate information with staff and guests.
- An understanding and ability to enforce all District policies and procedures in a firm, fair, and yet positive manner.
- Demonstrate commitment to the promotion of an active/healthy lifestyle.

Adhere to the District Staff Code of Conduct Policy.

Familiarizing oneself with the resource material in the Play Escape manual. Offering suggestions for updating the manual.

Conduct public relation activities. Interact positively with the public.

Stimulate creativeness, sportsmanship, and leadership among participants.

Provide opportunities, where appropriate, for adult involvement in the activities.

Inspect the playground sites daily (grounds, building, play equipment). Report any problems to supervisor immediately. Clean play equipment, if necessary. Dispose of any dangerous items such as glass, nails, etc.

Be responsible for the daily care and return of all program equipment and supplies and report cases of damage and/or depletion.

Prepare and submit written activity plans and activity evaluations as required.

Submit all supply, equipment and program approval requests to supervisor.

Train, supervise and evaluate volunteers, if assigned.

Meet with supervisor, as required.

Write and submit a year-end report prior to completion of the program.

- Ability to communicate their ideas
- Ability to organize and lead activities
- Positive role model for children
- Demonstrate an upbeat personality leading with enthusiasm and willingness to learn, be personable and demonstrate patience with children
- Have the ability to lead and work in a diverse and dynamic environment
- Demonstrate a child-centered approach to carrying out responsibilities
- BE A TEAM PLAYER

Effort Factors:

Assets

- An understanding of Healthy Child Development
- Specific Leadership training courses
- Experience working with children with disabilities is preferred.

Physical Demands:

- The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. In the course of a typical day, the employee is required to sit, stand, jump, exert exercise, and/or walk.
- Perform janitorial duties as required of the playgrounds and play areas including but not limited to cleaning and disinfecting all equipment.
- Responds and coordinate the facility evacuations in emergency situations according to the policies and procedures and within scope of training.
- May occasionally be required to transport and lift equipment and supplies, therefore having the ability to lift up to 25 lbs. and capable of moving equipment.
- Perform other related duties as assigned.

Mental Demands:

- Must be able to respond frequently changing operational demands.

- The noise level in the work environment can range to moderate to loud while at program sites.
- Must be able to deal effectively with difficult people and extremely stressful situations.
- Must be able to understand written and/or verbal instructions.

NOTE: The above statement reflects the general details considered necessary to describe the principle functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be of inherent in the job.

Working Conditions:

Work schedule will include varying hours and outdoor activities. Therefore safety cautions related to the sun, wind, and rain are required. As a summer term position, the incumbent will not be entitled to the benefits and conditions of employment as established in the C.U.P.E. Local 2979 Collective Agreement.

******CRIMINAL RECORD CHECK WILL BE COMPLETED**

COMMUNITY ORGANIZATION CHART:

BRANCH: RECREATION PROGRAMMING

REPORTING STRUCTURE:

Reports to the Manager, Recreation Services

