

## The Municipality of the District of Lunenburg

Job Description	Summer Recreation Manager
<b>Responsible to</b>	Recreation Program Coordinator
<b>Qualifications/ Requirements</b>	<p>Recreation programming and leadership experience. Preferably a student of Recreation or Kinesiology.</p> <p>Administrative skills and experience</p> <p>Knowledge of programming for special events, crafts, games, camping, and sports for all ages</p> <p>Supervisory ability and experience an asset</p> <p>Knowledge and/or experience with risk management in recreation programming</p> <p>Conflict resolution skills</p> <p>Excellent oral and written communication skills</p> <p>Basic computer skills (word processing, Internet)</p> <p>Access to a vehicle for the duration of employment</p> <p>Emergency First Aid and WHMIS</p>
<b>Responsibilities</b>	<p><b>Administer all aspects of the summer program</b> For example:</p> <ul style="list-style-type: none"> <li>- develop and plan all summer programs descriptions and schedule of events</li> <li>- book facilities</li> <li>- purchase equipment and materials</li> <li>- investigate and respond to concerns and complaints</li> <li>- cooperate with community organizations and other recreation departments in joint programs or events</li> <li>- overall program evaluation and recommendations</li> <li>- assist in the continued development of summer policy and procedures</li> </ul> <p><b>Supervise summer office staff and summer leaders</b> For example:</p> <ul style="list-style-type: none"> <li>- assist the Program Coordinator with summer staff hiring</li> <li>- work with the office staff team to develop and implement staff training</li> <li>- provide guidance, leadership and resources</li> <li>- prepare the summer staff manual</li> <li>- cultivate team work and comradery</li> <li>- coordinator staff work assignments and hours of work</li> <li>- lead weekly staff meetings</li> <li>- conduct onsite program visits</li> <li>- evaluate staff performance</li> </ul> <p><b>Manage office procedures</b> For example:</p> <ul style="list-style-type: none"> <li>- coordinate registration, lunch hours, meetings</li> <li>- liaison with Recreation Coordinator on purchasing and payroll matters</li> <li>- liaison with the Recreation Secretary on registration/program procedures</li> <li>- assist the Program Coordinator with budget control</li> <li>- respond to enquiries, complaints and program requests</li> <li>- coordinate summer end reports</li> </ul> <p><b>Program leadership</b> For example:</p> <ul style="list-style-type: none"> <li>- act as Camp Director or Co-Director with Camp Manager for a three day residential camp</li> <li>- manage the volunteers leadership program (Youth Adventure Corps)</li> </ul>

	January 2011
--	--------------

<b>Start Date</b>	Late April or early May
<b>End Date</b>	Mid to late August
<b>Wage Range</b>	\$10 – 12/hr
<b>Mileage Rate</b>	.44
<b>Notes</b>	Weekly Schedule varies.
	Some weekend work required.

<b>The Municipality of the District of Lunenburg</b>	
<b>Job Description</b>	<b>Special Events Coordinator</b>
<b>Responsible to</b>	Summer Manager
<b>Qualifications/ Requirements</b>	Preferably a student of Recreation or Kinesiology or Business
	Organizational and programming skills
	Supervisory experience or proven ability to work effectively with a variety of people in a variety of situations
	Experience planning and leading public special events for large groups of children or the general public
	Ability to develop and attract interest around a theme or concept
	Experience with a variety of sports
	Excellent oral and written communication skills
	Basic computer skills (word processing, Internet)
	Access to a vehicle for the duration of employment
	Emergency First Aid and WHMIS
<b>Responsibilities</b>	<p>Administer and oversee all special events and mini workshops For example:</p> <ul style="list-style-type: none"> <li>- weekly special events at the MARC or other location</li> <li>- bus trips for children or families</li> <li>- weekly workshops throughout the District</li> <li>- arrange for any special equipment and supplies</li> </ul> <p>Assist the Summer Manager with office procedures, staff training, staff scheduling and supervision</p>
	January 2011

<b>Start Date</b>	Mid May
<b>End Date</b>	Mid to late August
<b>Wage Range</b>	\$10 – 12/hr
<b>Mileage Rate</b>	.44
<b>Notes</b>	
	Weekly schedule varies
	Some weekend work required

## The Municipality of the District of Lunenburg

Job Description	PR/Office Manager
<b>Responsible to</b>	Summer Manager
<b>Qualifications/ Requirements</b>	Preferably a student of Recreation, Kinesiology, Business or Public Relations
	Organizational and secretarial skills (word processing, publishing and Internet skills)
	Excellent oral and written communication skills
	Experience or education in the field of Public Relations
	Experience dealing with the media
	Experience designing brochures, posters, newsletter, etc
	Knowledge or experience with recreation programming
	Telephone management skills
	Proven 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	
<b>General Responsibilities</b>	<p>Plan, organize, and oversee promotion of the summer program</p> <p>For example:</p> <ul style="list-style-type: none"> <li>- weekly Recreation Column submissions to the Lighthouse Log</li> <li>- compilation of summer program descriptions and layout for the summer brochure</li> <li>- prepare posters, handbills, newsletters, newspaper ads</li> <li>- conduct and/or coordinate community displays and information meetings</li> <li>- coordinate an entry for the South Shore Exhibition parade, including design, construction, and dismantling</li> <li>- promote excellent public relation practises among all staff</li> <li>- organize a community wide special event as required</li> </ul>
	<p>Manage the summer office</p> <p>For example:</p> <ul style="list-style-type: none"> <li>- provide secretarial support to the summer office staff</li> <li>- coordinate office procedures</li> <li>- maintain a filing system of all forms, reports and records</li> <li>- assist with purchases of equipment and supplies for all summer programs</li> <li>- manage program registration (i.e. reminder calls, payment calls, cancellations, waiver forms, distribution of program form packages to leaders)</li> <li>- manage phone enquiries and relaying messages</li> <li>- assist in the compilation of the summer staff manual</li> <li>- liaison and assist the Recreation Secretary</li> </ul>
	Assist with programs as needed (i.e. special events, 3 day residential camp)
	January 2011

<b>Start Date</b>	Early May
<b>End Date</b>	Mid to late August
<b>Wage Range</b>	\$10 – 12/hr
<b>Mileage Rate</b>	.44 (little travel involved)
<b>Notes</b>	

## The Municipality of the District of Lunenburg

<b>Job Description</b>	<b>Aquatic Manager</b>
<b>Responsible to</b>	Summer Manager
<b>Qualifications/ Requirements</b>	Red Cross Water Safety Instructor or Instructor Trainer
	Life Saving Society Instructor (an asset)
	National Lifeguard Service (waterfront option preferred)
	Minimum of two years teaching experience (waterfront preferred)
	Excellent oral and written communication skills
	Basic computer skills (word processing, Internet)
	Supervisory experience or proven ability to work effectively with a variety of people in a variety of situations
	Access to a vehicle for the duration of employment
	<b>WHMIS</b>
<b>General Responsibilities</b>	<p><b>Administer the summer aquatic program</b>                      For example:</p> <ul style="list-style-type: none"> <li>- Implement the Canadian Red Cross Society and the Canadian Life Saving Society programs and policies</li> <li>- schedule and book swim sites for the summer</li> <li>- plan the class schedule and staff class assignments for each site</li> <li>- promote diving instruction opportunities for participants at “no diving” sites</li> <li>- work with the instructors to plan closing special event on each swim site</li> <li>- purchase first aid supplies for the summer program and coordinate the stocking of first aid kits</li> <li>- purchases of aquatic equipment and supplies</li> <li>- investigate and respond to any aquatic enquiries, complaints or concerns</li> </ul>
	<p><b>Manage swim sites</b>                      For Example:</p> <ul style="list-style-type: none"> <li>- inspect swim sites for safety including water testing procedures for each swim site</li> <li>- coordinate the transport, installation, set up and removal of buoys and rafts for swim sites as needed</li> <li>- water testing may also be required for other Municipal Parks with water access (i.e. Saw Pit Wharf, Sand Dollar Beach)</li> </ul>
	<p><b>Supervise aquatic staff</b>                      For example:</p> <ul style="list-style-type: none"> <li>- provide guidance, leadership and resources for staff development</li> <li>- coordinate aquatic staff assignments and hours of work (including camps and special events held on waterfronts)</li> <li>- conduct staff evaluations at the end of each session</li> <li>- assist and supervise aquatic staff on site as much as possible, providing ongoing constructive feedback</li> <li>- prepare and lead regular in-service training for aquatic staff</li> </ul>

	<p>Instruct and/or coordinator aquatic leadership courses</p> <p>For example:</p> <ul style="list-style-type: none"> <li>- Bronze Medallion, Bronze Cross, Waterfront Nationals, AWSI, Volunteer Instructor Program</li> </ul> <p>The Aquatic Manager will be required to instruct some according to demand.</p>
	January 2011

<b>Start Date</b>	Late May
<b>End Date</b>	Mid to late August
<b>Wage Range</b>	\$10 – 12/hr
<b>Mileage Rate</b>	.44
<b>Notes</b>	

## The Municipality of the District of Lunenburg

<b>Job Description</b>	<b>Camp Manager</b>
<b>Responsible to</b>	Summer Manager
<b>Qualifications/ Requirements</b>	<p>Programming and leadership skills</p> <p>Proven ability to work effectively with a variety of people in a variety of situations</p> <p>Experience planning and leading recreational programs for children, such as crafts, games, sports, drama, outdoor activities and camping</p> <p>Experience and/or knowledge of risk management with outdoor activities</p> <p>Experience and/or knowledge of outdoor education programs</p> <p>Able to work with little supervision</p> <p>Able to work as part of a staff team</p> <p>An energetic and enthusiastic personality</p> <p>Access to a vehicle for the duration of employment</p> <p>Available to work nights and weekends</p> <p>Emergency First Aid, WHMIS and Food Handlers Certification</p>
<b>General Responsibilities</b>	<p>Plan and lead all summer camping programs</p> <p>For example:</p> <ul style="list-style-type: none"> <li>- schedule camp dates, book appropriate facilities, arrange equipment</li> <li>- plan all aspects of each camp (schedule of activities, including setup and cleanup times, materials and supplies, healthy meals, leader of each activity, and evaluation)</li> <li>- ensure that all facilities and program activities are safe and carried out with safety as a priority</li> <li>- develop rules for each activity and sample crafts as needed</li> <li>- ensure supplies, food, first aid kit, equipment and materials needed will be available, picked up before each camp and returned to proper storage</li> <li>- lead each camp as planned but with the flexibility to meet participants needs and other variables such as weather and participant numbers</li> <li>- create an atmosphere of fun and inclusion for all camp participants</li> <li>- maintain a friendly and welcoming attitude at all times</li> <li>- act in a mature and responsible manner at all times</li> </ul> <p><b>Camp administration</b></p> <p>For example:</p> <ul style="list-style-type: none"> <li>- participate in all staff training and meetings</li> <li>- complete all check lists, report forms and evaluations for each camp</li> <li>- develop camper supply lists</li> <li>- communicate with the office on a regular basis</li> <li>- communicate with parents of participants via a mail out of camp information re camp plans, what to bring, etc</li> <li>- cooperate in the development of volunteer youth</li> <li>- work with the Summer Manger and all summer staff to plan and implement a 3 day residential camp (i.e. Camp Milkoose)</li> </ul>
	January 2011

<b>Start Date</b>	Early June
<b>End Date</b>	Mid to late August
<b>Wage Range</b>	\$10 – 12/hr
<b>Mileage Rate</b>	.44
<b>Notes</b>	Camps are offered each week, 1 to 4 night duration for various age groups.

## The Municipality of the District of Lunenburg

Job Description	Youth Adventure Leader
<b>Responsible to</b>	Summer Manager/Special Events Coordinator
<b>Qualifications/ Requirements</b>	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
	Able to work with little supervision
	Able to work as part of a staff team
	An energetic and enthusiastic personality
	Access to a vehicle for the duration of employment
	Available to work nights and weekends
	Emergency First Aid and WHMIS Food Handlers Certification an asset.
	<b>General Responsibilities</b>
<p><b>Program administration</b></p> <p>For example:</p> <ul style="list-style-type: none"> <li>- complete all check lists, report forms and evaluations for each program daily</li> <li>- participate in all staff training and meetings</li> <li>- communicate with office staff on a regular bases</li> <li>- keep attendance records</li> <li>- cooperate in the development of volunteer youth</li> </ul>	
	January 2011

<b>Start Date</b>	Late June
<b>End Date</b>	Mid to late August
<b>Wage Range</b>	Minimum wage to \$11
<b>Mileage Rate</b>	.44
<b>Notes</b>	Hours vary weekly
	9 wks

## The Municipality of the District of Lunenburg

Job Description	Swim Instructors/Lifeguards
<b>Responsible to</b>	Aquatic Manager
<b>Qualifications/ Requirements</b>	Red Cross Water Safety Instructor (WSI)
	Life Saving Society Instructor an asset (LSI)
	National Lifeguard Service (waterfront option preferred) (NLS)
	Waterfront experience preferred
	WHMIS
	Experience working with children
	Proven ability to work effectively with a variety of people in a variety of situations
	Proven ability to work as part of a staff team
	Proven ability to work with little supervision
	An energetic and enthusiastic personality
	Available to work nights and weekends
	Access to a vehicle for the duration of employment
<b>General Responsibilities</b>	Instruct Red Cross and Lifesaving Society programs For example: <ul style="list-style-type: none"> <li>- teach swimming lessons as assigned in locations throughout the district</li> <li>- inspect swim sites (land and water) and equipment daily to provide a safe environment for participants</li> <li>- daily set up onsite staff station ensuring first aid and equipment is easily accessible</li> <li>- communicate participants progress to participants and parents daily</li> <li>- create an atmosphere of fun and inclusion for all program participants</li> <li>- maintain a friendly and welcoming attitude at all times</li> <li>- act in a mature and responsible manner at all times</li> <li>- cooperate in the implementation and development of a volunteer AquaLeaders program</li> <li>- involve parents of participants in any on-land safety education when possible</li> <li>- follow department policies and procedures</li> <li>- work with other instructors to plan a fun closing for each swim session</li> </ul>
	Lifeguard special events, canoeing programs and camps as assigned
	Lesson administration For example: <ul style="list-style-type: none"> <li>- prepare daily lesson plans (Red Cross website access available)</li> <li>- complete progress reports and worksheets daily</li> <li>- complete daily checklists and report forms</li> <li>- participate in in-service training and staff meetings</li> </ul>
	Assist in the transport, installation, set up and removal of buoys and rafts for swim sites as needed
	Assist with other recreation programs as needed
	January 2011

<b>Start Date</b>	Late June
<b>End Date</b>	Mid to late August
<b>Wage Range</b>	\$.50 above minimum to \$12/hr
<b>Mileage Rate</b>	.44
<b>Notes</b>	

<b>The Municipality of the District of Lunenburg</b>	
<b>Job Description</b>	<b>Sports Manager</b>
<b>Responsible to</b>	Summer Manager
<b>Qualifications/ Requirements</b>	Recreation programming and leadership experience. Preferably a student of Recreation, Physical Education or Kinesiology.
	Supervisory experience
	Experience planning and leading instruction and recreational sport programs groups of children
	Ability to work effectively with a variety of people in a variety of situations
	Experience with a variety of sports
	Excellent oral and written communication skills
	Basic computer skills (word processing, Internet)
	Access to a vehicle for the duration of employment
	Emergency First Aid and WHMIS
<b>Responsibilities</b>	<p>Administer and oversee all summer sport programs and sport camps For example:</p> <ul style="list-style-type: none"> <li>- develop and plan all summer sports programs</li> <li>- cooperate and partner with community organizations of sport programs (i.e. New Germany Softball Association)</li> <li>- train/supervise/mentor sport leaders with the aim of improving leaders skills</li> <li>- seek out specialized sport leaders as needed</li> <li>- book and check facilities</li> <li>- inventory and order equipment and youth t-shirts as needed</li> <li>- conduct staff evaluations and parent feedback</li> <li>- make weather cancellations</li> </ul> <p>Assist in the leadership of sport programs if required.</p> <p>Assist the Summer Manager with office procedures, staff training, staff scheduling and supervision.</p>
	January 2011

<b>Start Date</b>	Mid to late May
<b>End Date</b>	Mid to late August
<b>Wage Range</b>	\$10 – 12/hr
<b>Mileage Rate</b>	.44
<b>Notes</b>	
	Weekly schedule varies
	Some weekend work required

## The Municipality of the District of Lunenburg

<b>Job Description</b>	<b>Sport/Youth Adventure Leader</b>
<b>Responsible to</b>	Summer Manager or Sports Manager
<b>Qualifications/ Requirements</b>	Basic leadership or coaching skills
	Proven ability to work effectively with people
	Experience playing a variety of sports
	Experience planning and leading a children's program or other recreational program for children (an asset)
	Able to work with little supervision
	Able to work as part of a staff team
	An energetic and enthusiastic personality
	Emergency First Aid and WHMIS
<b>General Responsibilities</b>	<p>Plan and lead children's programs as assigned</p> <p>For example:</p> <ul style="list-style-type: none"> <li>- with a partner or the staff team, plan all aspects of each program (schedule of activities, including setup and cleanup times, equipment, leader of each activity, and evaluation)</li> <li>- ensure that all facilities are safe and that all program activities are safe and carried out with safety as a priority</li> <li>- develop rules</li> <li>- ensure first aid kit, equipment and materials needed will be available</li> <li>- lead each program as planned but with the flexibility to meet participants needs and other variables such as weather, ability and numbers</li> <li>- create an atmosphere of fun and inclusion for all program participants</li> <li>- keep communication lines open with parents of participants</li> <li>- maintain a friendly and welcoming attitude at all times</li> <li>- act in a mature and responsible manner at all times</li> <li>- follow department policies and procedures</li> </ul>
	<p><b>Program administration</b></p> <p>For example:</p> <ul style="list-style-type: none"> <li>- complete all check lists, report forms and evaluations for each program daily</li> <li>- communicate with the office on a regular bases</li> <li>- keep attendance records</li> <li>- cooperate in the development of volunteer youth</li> <li>- participate in training as directed</li> </ul>
	January 2011

## The Municipality of the District of Lunenburg

Job Description	Swim Instructors (Part Time)	
<b>Responsible to</b>	Program Coordinator or appointed individual	
<b>Qualifications/ Requirements</b>	Red Cross Water Safety Instructor	
	Life Saving Society Instructor an asset	
	National Lifeguard Service	
	Instructing experience	
	Aquatic Emergency Care or equivalent with CPR C	
	Experience working with children	
	Proven ability to work effectively with the public	
	Proven ability to work as part of a staff team	
	Proven ability to work with little supervision	
	An energetic and enthusiastic personality	
	Available to work the program times	
	<b>General Responsibilities</b>	<p>Instruct Red Cross and Lifesaving Society programs For example:</p> <ul style="list-style-type: none"> <li>- teach swimming lessons as assigned at South Shore Dive Centre</li> <li>- inspect the pool and equipment to provide a safe environment for participants</li> <li>- report any facility difficulties to the SS Dive owner</li> <li>- set up equipment on deck at least 10 minutes prior to start time</li> <li>- communicate participants progress to participants and parents regularly</li> <li>- create an atmosphere of fun and inclusion for all program participants</li> <li>- maintain a friendly and welcoming attitude at all times</li> <li>- act in a mature and responsible manner at all times</li> <li>- cooperate in the development of other Water Safety Instructors or AquaLeaders</li> </ul>
		<p>Lesson administration For example:</p> <ul style="list-style-type: none"> <li>- prepare daily lesson plans (Red Cross website access available)</li> <li>- complete progress reports and worksheets daily</li> <li>- provide written details on their Progress Cards and Progress Memos</li> <li>- distribute and collect feedback forms from parents</li> <li>- participate in staff meetings</li> <li>- submit completed worksheets at the end of the program</li> <li>- communicate any difficulties with your supervisor as soon as possible</li> <li>- notifying participants of class cancellation, if necessary</li> </ul>
	January 2011	

## The Municipality of the District of Lunenburg

<b>Job Description</b>	<b>After School Club Leader</b>
<b>Responsible to</b>	Recreation Program Coordinator
<b>Qualifications/ Requirements</b>	Programming and leadership skills (teaching skills an asset)
	Proven ability to work effectively with children and parents
	Experience planning and leading recreational and learning programs for children, such as crafts, games, sports, drama, and outdoor activities
	Able to work with little supervision
	Able to work as part of a staff team
	Good written and oral communication skills
	An energetic and enthusiastic personality
	Available to work after school times
	Emergency First Aid Certification
	<b>General Responsibilities</b>
<p>Program administration For example:</p> <ul style="list-style-type: none"> <li>- complete all check lists, report forms and evaluations for each program daily</li> <li>- communicate with the Program Coordinator on a regular bases</li> <li>- liaison with school administration</li> <li>- keep attendance records</li> <li>- cooperate in the development of volunteer youth</li> </ul>	
	Feb 2003