

Town of Nipawin, Play Program Supervisor (1)

Reporting directly to the Director of Parks and Recreation:

The supervisor will be responsible for the overall planning, delivery and supervision of activities for children 5-8 years of age and up. The program includes structured activities such as games, crafts, etc. Duties also include working with and overseeing three staff members. There will also be opportunities to partner and work with other agencies in the delivery of the joint youth programs.

1. The supervisor is responsible for organization, delivery and supervision of a variety of play activities.
2. Ensuring that staff is carrying out their responsibilities in a co-operative, efficient, and enthusiastic manner.
3. Preparing daily/weekly activity schedules.
4. Complete all required reports.
5. Upon approval of the Recreation & Parks Director, obtain supplies using the Purchase Order System, and also control use of supplies.
6. Encourage volunteerism whenever possible.
7. Assist in publicizing Play Program activities.
8. Supervise play on all play equipment.
9. Maintain discipline.
10. The Supervisor is in a role model position and represents the Town of Nipawin. Therefore he/she is expected to act accordingly and in a professional manner.

Applications for this position are open to anyone who is highly motivated and creative and has interest in youth. Start Date is June 19th, 2017 to approximately August 18th, 2017.

Wage range - \$17.63/hr to \$18.35/hr depending on experience.

Please submit applications to:

Chelsea Corrigan, Director of Parks & Recreation

P.O. Box 2134

Nipawin, Sk.

S0E 1E0

Fax: 306-862-3076

Applications can also be emailed to:

c.corrigan@nipawin.com

Town of Nipawin, Play Program Leaders (3)

Reporting directly to the Play Program Supervisor:

The leaders will be responsible for assisting in the planning and delivery of activities such as arts, crafts, games, etc. for children 5 – 8 years of age. There may also be opportunities to partner and work with other agencies in the delivery of joint youth programs. Applicants for leader positions are open to students returning to school in the fall, preferably post-secondary students whose field of study is related to youth.

1. Leaders are responsible for delivering and assisting in supervising a variety of play activities, and may assist the Program Supervisor with organization and planning.
2. Inspecting play areas for potential safety risks and overall cleanliness.
3. Completing daily/weekly activity schedules with the Supervisor.
4. Assisting the Supervisor with completing reports.
5. Encourage volunteerism whenever possible.
6. Assist in publicizing Program activities.
7. Supervise play on all play equipment.
8. Maintain discipline.
9. Encourage the participation and inclusion of all children.
10. Summer Program Leaders are acting as role models and representatives of the town of Nipawin and therefore are expected to act accordingly.

Wage range - \$15.80/hr to \$16.54/hr depending on experience. Start Date is approximately June 26th, 2017 to approximately August 18th, 2017.

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