



POSITION TITLE:	Summer Program Supervisor
REVISION DATE:	March 2025
REPORTS TO:	Community Recreation Coordinator
DIRECT REPORTS:	Recreation Program Leader(s)
POSITION SUMMARY:	The Summer Program Supervisor is responsible for the successful delivery of safe, inclusive and engaging community programming. The Summer Program Supervisor directly supervises staff in the planning and delivery of programs.

TASK NO.

DESCRIPTION

Position Descriptions are intended to provide an outline of the general areas of responsibility and duties associated with a given position. Position descriptions are not intended to capture the full breadth of tasks and/or assignments an employee may be directed to complete at any given time. The MEH reserves the sole and unfettered right to make changes to this position description, as required by the organization, without impact upon the employment relationship.

HOURS OF WORK

Hours: between 35-42.5 hours per week; 8:00 a.m.-4:30 p.m (hours vary). Monday - Friday

JOB DUTIES & RESPONSIBILITIES

1. Recreation Programming (40%)

- 1.1 Program Planning, Implementation and Monitoring** - Responsible for the overall development, implementation and evaluation of summer day camp programs, including the acquisition of supplies and maintenance of equipment.
- 1.2 Inclusion Adaptations** - Inform, advise and support Recreation Leaders in adapting programming as needed to support inclusion.

2. Supervisory Responsibilities (40%)

- 2.1 Human Resource Management** -Provide appropriate coaching and support to Summer Program Leaders and volunteers. The Supervisor is an ambassador of the Municipality's core values and fosters an inclusive and welcoming environment for their team by encouraging team building, role modeling, and providing coaching and support as needed.
- 2.2 Occupational Health and Safety** - Ensure staff are trained and following relevant safety protocols and have all necessary equipment and supplies. Ensure checks and reports are completed as needed. Respond to and support hazard identification and incidents as they arise.



3. Administration & Stakeholder Relations (10%)

3.1 Administration - Coordinate program registration, responding to questions and flagging any inclusion needs. Reporting as needed. Financial administration including expense tracking and reporting.

3.2 Scheduling - Scheduling of staff and volunteers to ensure optimal program staff coverage and ratios are met.

3.2 Public Relations - Provide customer service in accordance with the Municipality of East Hants' Service Excellence Strategy to program participants, parents and community members.

4. Other Duties (10%)

4.1 Training - Attend and deliver pre-season training as required.

4.2 Support - Other tasks as assigned in support of overall program delivery.

JOB QUALIFICATIONS

Education and Experience

- Supervisory experience an asset
- Basic Workplace First Aid with CPR and AED an asset, must be willing to obtain.
- Recreation & Inclusion based training are considered an asset
- Previous experience working with children and youth in a recreational setting is required
- Experience in working with persons with disabilities who require support
- Experience in program planning, implementation and evaluation
- Basic understanding of healthy child development

Other

- Self-motivated with the ability to manage with minimal supervision
- Clean Vulnerable Sector and Child Abuse Registry check
- Must have reliable transportation to various program locations

Preference will be given to returning full-time students and/or candidates pursuing studies in Recreation or related field

Program Locations: East Hants Aquatic Centre, East Hants Sportsplex, various schools and facilities across East Hants including Corridor, Mount Uniacke and Hants North Areas.