
**Employment Opportunity Available
Recreation Program Staff
Casual Part-time**

The Township of Springwater, located in the heart of Simcoe County, is a mixed urban/rural municipality with growing urban settlements and a prosperous agricultural sector. The municipality is currently recruiting for Casual Part-time **Recreation Program Staff**.

Reporting to the Recreation and Special Events Coordinator and working as a member of the Recreation Parks, and Facilities Department, the Recreation Program staff will assist with the development, coordination, promotion, and provision of quality programs and services at Elmvale District High School.

Responsibilities:

- Responsible for supervising various registered and drop-in programs for participants of all ages and abilities (preschool to older adult);
- Facilitation of recreation programs, including assisting with program research and development, lesson planning, and program delivery will be required. The successful incumbent(s) will ensure instruction is inclusive; they will be able to adapt and modify programming for all skill levels, and ensure a safe environment for all participants;
- This role includes associated parent liaison, public relations and customer service duties, ability to respond to general inquiries and provide appropriate feedback as required;
- Assist with the day-to-day supervision, administration and delivery of recreation programs and services and drop ins activities;
- Provide on-going leadership well delivering all recreational programs;
- Gather supplies for recreational programs based on the schedule;
- Update lesson plans for programs as required.

Qualifications

- Highly motivated with the ability to work independently, as well as in a team environment;
- Attention to detail is critical for this position along with the ability to complete work in a timely manner;

- Leaders in Training/Counsellor in Training Program or similar (an asset), experience working with preschool, children, youth, adults and older adults in a recreational setting is preferred;
- Possess creative program instruction/delivery skills, good interpersonal, organizational and supervisory skills;
- Current Standard First Aid with CPR-C certificate;
- Availability to work flexible hours including daytime, evenings, weekends and holidays;
- Experienced (a minimum of one season) in program planning;
- Access to a vehicle;
- Holds a valid certificate of High Five: Principles of Healthy Child Development (PHCD) (asset);
- Demonstrated appropriate attitude, skills & knowledge for the position;
- Proven leadership, customer service & communication skills;
- Is prepared to complete all necessary training, including additional training deemed necessary;
- Willing to work non-traditional hours.

As a condition of employment, the successful candidate will be required to pass a Criminal Record Check with an additional Police Vulnerable Sector Check before commencement of this position.

Wage: Level 1 - \$15.02 (2020 rate) per annum. **This position will be required to work outside of normal business hours.**

You can apply online at www.springwater.ca/careers. Resumes can also be mailed or dropped off to the following address:

Recreation Program Staff Position Competition

Attn: Jennifer Marchand
Manager of Human Resources
Township of Springwater
2231 Nursery Rd.
Minesing, ON L9X 1A8
Fax: 705-728-6957

The Township thanks all applicants for their interest. Only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the *Municipal Act* and is used to determine eligibility for potential employment.

Please contact the municipality for availability of accommodations for applicants with a disability.