



**Lac La Biche County**  
welcoming by nature.

## **EMPLOYMENT OPPORTUNITY** **LAC LA BICHE COUNTY**

### **Program Leaders**

#### **Casual Position (4 openings)**

Assists in the planning and facilitation of quality, age-appropriate recreation programs, events and drop-in activities in an inclusive, safe and encouraging environment. This position is also responsible for monitoring users and supervising their safety, for enforcing facility rules and conditions of use, and for distributing equipment and supplies to users during facility drop-in times.

#### **Responsibilities:**

##### **Programming/Supervision:**

- Facilitates programs encouraging children's participation in play and engages children in active play in a professional manner
- Understands and applies developmental activities as per High Five principles of Healthy Child Development
- Understands and applies department policies and procedures
- Monitors activities of users during leagues, drop in and public times
- Enforces facility rules and conditions of use with users and rental groups
- Deals with behavioral issues and follows discipline procedures for youth during programs
- Assists in program design, activity selection and preparation
- Assists in documenting statistics as requested by the Program Coordinator or Assistant Program Coordinator
- Provides ideas, suggestions and recommendations regarding programs, supplies and equipment to the Assistant Program Coordinator
- Initiates drop-in activities and provides supervision and direction to youth during drop-in times
- Issue sports and activity equipment for use
- Participates in implementation and team support for County events;
- Assists in marketing and promoting all programs and events as required

##### **Safety Responsibilities:**

- Conducts facility walk-through's to ensure activity areas are safe for participants
- Removes hazards, modifies or relocates programs as necessary
- Ensure program supplies and equipment are in good working order by conducting regular physical checks
- Notify Assistant Program Coordinator when equipment is damaged and/or needs to be replaced
- Ensure users are properly attired and are using equipment safely and properly
- Administers first aid treatment and emergency response procedures as required
- Attends monthly safety meetings as required and available

**Customer Service:**

- Maintains a high level of positive and professional communication with patrons, participants, parents, user groups and staff while adhering to Freedom of Information and Protection of Privacy (FOIP)
- Actively promotes programs offered through the County in a creative and enthusiastic manner
- Responds to inquiries, resolves concerns, and complaints in a tactful, professional manner seeking assistance from Assistant Program Coordinator when required

**Qualifications:**

- Minimum 16 years of age
- Current standard first aid and CPR Certification
- High Five-Principles of Healthy Child Development would be an asset
- Valid class 5 Driver's license would be considered an asset
- Previous experience working with children is desired;
- Knowledge of physical literacy an asset;
- Knowledge of municipal government and administration of public recreation facilities an asset;
- Understanding of child development and behaviours an asset
- Must demonstrate an interest and caring attitude in working with children;
- Ability to lead and instruct groups in programs and activities;
- Demonstrated ability to work well independently and as part of a team;
- Ability to deal with a varied and busy work environment;
- Ability to work well with external customers, facility users, volunteers, off-site staff, etc. of all ages, backgrounds, and abilities;
- Strong verbal communication skills
- Must submit a Driver's Abstract, Criminal Record Check, Child Welfare Check and Medical Assessment that meets the satisfaction of the County.

**Salary range is: \$19.70 to \$28.56 hourly.**

- Competition number: 11-PL-17
- Closing date: April 1, 2017

Interested candidates are invited to forward their resume in strict confidence to:

Attention: Human Resources

Lac La Biche County

Box 1679

Lac La Biche, AB T0A 2C0

Fax: 1-888-421-2533

Email: [hr@laclabichedcounty.com](mailto:hr@laclabichedcounty.com)

We thank all interested applicants; however, only applicants selected for an interview will be contacted.