

POSITION TITLE: **Playgrounds Director**

POSITION SUMMARY: The Director is responsible for the planning, implementation and administration of the Playgrounds Program according to the objectives and standards of the Recreation & Culture Division.

REPORTING TO: Program Supervisor – Children and Youth

POSITIONS SUPERVISED: 7 Specialists
25 Playleaders
4 Super Sport Leaders

TERMS OF EMPLOYMENT:

Length: May to late August.

Conditions: Minimum age of 18 (as of July 1, 2012).

Use of a vehicle.

Current Standard First Aid and Level 'C' C.P.R. Certification.

High Five Quality Assurance Certification.

35 hours per week – May and June.

40 hours per week – July and August.

A Police Records Check (Type 2) from the Thunder Bay Police Department is a condition of hiring for ages 18 and over.

MAJOR DUTIES:

1. Develop and direct a progressive, enjoyable, integrated Playgrounds Program.
2. Assist in the selection of the Playgrounds staff, as required.
3. Responsible for staff training. Plan and conduct an orientation for Head Staff. Develop and co-ordinate pre-service training for Playleaders and Volunteers.
4. Direct and supervise staff in performance of their duties.
5. Plan and conduct weekly Head Staff and general staff meetings.
6. Conduct written evaluations of training sessions, staff performance and program effectiveness.

Please Turn Over →

7. Meet with, and report to, the Program Supervisor – Children and Youth on a weekly basis.
8. Conduct budget control activities in co-operation with the Program Supervisor – Children and Youth. Maintain a detailed record of expenditures and revenues.
9. Update and implement safety procedures and ensure standards are met in all phases of the program.
10. Enforce all program rules and regulations with respect to staff and participants.
11. Develop and implement promotional strategy for the program.
12. Conduct public relations activities and respond to all public inquiries.
13. Facilitate the involvement of children with a disability in the program, including promotion of available services, and liaison with parents/guardians and past participants.
14. Co-ordinate resource personnel for the program.
15. Liaise with appropriate agencies and organizations in the community, as well as Division staff.
16. Visit playground sites on a regular basis – ensure accessibility.
17. Act as a resource person for Playgrounds staff and other Division programs, when necessary.
18. Supervise the acquisition of necessary supplies and equipment and oversee their maintenance.
19. Co-ordinate the collection and compilation of information required for statistical purposes.
20. Update the Director's Manual and the Staff Manual.
21. Resolve major playgrounds issues and problems in co-operation with the Program Supervisor – Children and Youth.
22. Prepare and submit a comprehensive year-end report/evaluation immediately upon completion of the program.

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Recreation & Culture Division

POSITION TITLE:

Playgrounds Director

REQUIREMENTS:

1. **Education**
Secondary High School Diploma

 2. **Experience**
2 years recent experience in community recreation programming and administration
Supervision of staff
Volunteer Management
Proven leadership experience
Experience in developing and implementing training

 3. **Accreditations**
Current Standard First Aid and Level 'C' C.P.R. Certification
Valid Driver's Licence
A Police Records Check (Type 2) from the Thunder Bay Police Department is a condition of employment for ages 18 and over

On the Job
WHMIS
Available for all job specific training
City Driver's Test
High Five Quality Assurance Training (PHCD & QUEST 2)

 4. **Personal Characteristics**
Good verbal and written communication skills
Organizational skills
Able to work independently
Resourcefulness and initiative
Problem-solving ability
Ability to work in a diverse and dynamic team environment
Team player
Knowledge and understanding of the concept of inclusion as it relates to children with disabilities

 5. **Assets**
Thorough knowledge of the Playgrounds Program
An understanding of Healthy Child Development
Leadership Training courses
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PREPARED BY: Myles Cizmar

DATE: 12/01/09