

POSITION TITLE: **Playgrounds Specialist**

POSITION SUMMARY: Each Specialist is responsible for the planning and implementation of activities within their assigned area of responsibility, as well as the fulfillment of assigned administrative duties.

REPORTING TO: Playgrounds Director

POSITIONS SUPERVISED: Playgrounds Playleaders, Super Sport Leaders and Volunteers as assigned.

TERMS OF EMPLOYMENT:

Length: 5 days per week (Monday to Friday) – May to late August.

35 hours per week – May and June.

40 hours per week – July and August.

Conditions:

Minimum age of 18 (as of July 1, 2011).

Must have use of a vehicle.

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

High Five Quality Assurance Certification.

Participation in all training sessions.

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

Skill Areas:

Specialist must be competent in one or more of the following areas: Special Events, Arts and Crafts, Sports and Games, Public Relations, Volunteers and Super Sports / Inclusion.

MAJOR DUTIES:

1. Develop and implement a program in area of specialization.
2. Responsible for the supervision and evaluation of designated Playgrounds staff. Responsible for one-on-one assistance for children with disabilities, when required.
3. Assist in developing and conducting a staff training session. Conduct sessions in area of specialization.
4. Plan and conduct development sessions for staff meetings and other occasions as required.

5. Assist the Director in administrative duties such as planning of program activities, development of work schedules, requisition and purchase of supplies, equipment / supplies control, movement of equipment and supplies, and inclusiveness.
6. Order supplies/materials and ensure that they are available and/or delivered to appropriate sites. Supervise inventory of supplies and equipment for the pre-program, in-program and post-program periods.
7. Act as a special skill resource person for all Playgrounds staff and other Division and community programs as required.
8. Attend and participate in Head Staff meetings.
9. Set up and liaise with playground sites and contacts.
10. Implement safety procedures and ensure standards are met in all phases of Playgrounds operations.
11. Enforce all Playgrounds rules and regulations with respect to staff and participants.
12. Visit playground sites on a regular basis.
13. Assist in the promotion of the Playgrounds Program. Conduct public relations activities.
14. Collect and compile information for statistical purposes as required.
15. Conduct written evaluations of training sessions, staff performance and program effectiveness.
16. Assist the Director, upon request, in the resolution of the issues and problems affecting the program.
17. Update the Playgrounds Manual.
18. Meet with, and report to, the Program Supervisor – Children and Youth as required.
19. Prepare and submit a comprehensive year-end report for your specialty area prior to completion of the program.

Cont'd On Next Page →

Recreation & Culture Division

POSITION TITLE:

Playgrounds Specialist

REQUIREMENTS:

1. **Education**
Secondary High School Diploma

2. **Experience**
2 years recent experience in community recreation programming, focusing on child/youth programming
Proven leadership experience
Proven leadership experience in area of specialization; for example: special events, arts, sports and games, crafts, volunteers

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 job specific training
City Driver's Test
High Five Quality Assurance Training (PHCD & QUEST 2)

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

5. **Assets**
Experience in supervising staff
Experience working with children with disabilities

PREPARED BY: Myles Cizmar

DATE: 12/01/09