

**The Corporation of the
City of Thunder Bay**

Recreation & Culture Division

POSITION TITLE: **Playgrounds Super Sport Leader**

POSITION SUMMARY: Super Sport Leaders are responsible for the planning and implementation of daily activities for children of varying abilities according to the guidelines of the Playgrounds Program.

REPORTING TO: Playgrounds Specialist (designated)

TERMS OF EMPLOYMENT:

Length:

End of June to late August.

Conditions:

Current Standard First Aid and Level 'C' C.P.R. Certification.
Participation in all training sessions.

High Five Quality Assurance Certification.

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

3 references are required for ages under 18 (minimum age of 16 years as of July 1st, 2010).

MAJOR DUTIES:

1. Responsible for the safety, discipline and activities of all children participating in the Playgrounds Program during sport camps, assigned sites or at special events.
2. Plan, initiate and supervise sport-related activities, clinics, camps and special events within the guidelines of the program.
3. Willing, and able, to lead activities for participants of all abilities. Take a pro-active approach to involve children who have disabilities in playground activities.
4. Attend and participate in mandatory training sessions and Staff Development seminars.
5. Attend and participate in weekly staff meetings.

Please Turn Over →

6. Enforce all Playground Program rules with respect to participants.
7. Adhere to the rules and staff code of behaviour for the program. Approved staff clothing must be worn.
8. Familiarize yourself with the resource material in the Playgrounds Manual. Offer suggestions for updating the manual.
9. Conduct public relations activities. Interact positively with the public.
10. Provide opportunities, where appropriate, for adult involvement in playground activities.
11. Inspect the activity site twice daily (grounds, building, equipment). Report any problems to Head Staff immediately. Clean play equipment, if necessary. Dispose of dangerous items such as glass, nails, etc.
12. Be responsible for the daily care and return of all program equipment and supplies, and report cases of damage or depletion.
13. Prepare and submit written weekly activity plans (Pre-weekly Plan) and activity evaluations (Post-weekly Plan), as required.
14. Submit all supply, equipment and program approval requests to Head Staff.
15. Assist Specialists in conducting activities on the playground, or as requested.
16. Train, supervise and evaluate volunteers, if assigned.
17. Collect and record information for statistical purposes, as required.
18. Meet with Supervisor - Recreation & Culture, as required.
19. Write and submit reports/evaluations of training sessions and program effectiveness.
20. Write and submit a year-end report prior to completion of the program.

Cont'd On Next Page →

REQUIREMENTS:

1. **Education**
Grade 10 minimum

2. **Experience**
Demonstrated involvement in community recreation and/or children's programs and/or volunteer experience.
Demonstrated involvement in coaching, teaching and working with children in a sport setting.

3. **Accreditations**
Current Standard First Aid and Level 'C' C.P.R. Certification
High Five Quality Assurance Certification (on the job)
A Police Records Check (Type 2) from the Thunder Bay Police Department is a condition of employment for ages 18 and over – 3 references for ages under 18
WHMIS (on the job)

4. **Personal Characteristics**
Demonstrated:
Ability to communicate their ideas
Ability to organize and lead activities
Positive role model for children
Responsibility, enthusiasm, initiative, motivation, creative, willingness to learn, personable, patience with children
Ability to lead and work in a diverse and dynamic environment
Team player

5. **Assets**
An understanding of Healthy Child Development
Specific Leadership Training courses
NCCP Theory and Practical courses
Coaching experience
Experience working with children with disabilities

PREPARED BY: Myles Cizmar

DATE: 12/01/09