

POSITION TITLE: **Playgrounds Playleader**

POSITION SUMMARY: Playleaders 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)

POSITIONS SUPERVISED: Volunteers

TERMS OF EMPLOYMENT:

Length: End of June to late August.

Conditions: 35 hours per week.

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

High Five Quality Assurance Certification.

Participation in all training sessions.

Available for the complete length of the program.

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

3 references required for ages under 18 (minimum age of 16 as of July 1, 2011).

MAJOR DUTIES:

1. Responsible for the safety, discipline and activities of all children participating in the Playgrounds Program on assigned sites or at special events.
2. Plan, initiate and supervise daily playground activities and special events within the guidelines of the program. Activity areas include: sports, games, crafts, dance, activities, special events.
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.

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5. Attend and participate in weekly staff meetings.
6. Enforce all Playgrounds 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 playground site twice daily (grounds, building, play 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 Program Supervisor – Children and Youth, 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.

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REQUIREMENTS:

1. **Education**
Grade 10 minimum

2. **Experience**
Demonstrated involvement in community recreation and/or children's programs and/or volunteer experience

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
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
A child-centered approach to carrying out responsibilities
Team player

5. **Assets**
An understanding of Healthy Child Development
Specific Leadership Training courses
Experience working with children with disabilities

PREPARED BY: Myles Cizmar

DATE: 12/01/09