



Competition No:	<b>2019-36</b>	Duration:	Casual Tentative Dates Sep 2019 – Mar 2020
Close Date:	September 6, 2019	Remuneration:	Up to \$12.75/hr
Position Title:	Drop-In Leader		
Department:	Culture, Recreation and Green Transportation	Hours of Work:	Up to 20 hrs / week

Located 20 minutes from Winnipeg, Selkirk is a vibrant small city with a hometown feel. Our close-knit community loves to celebrate, learn and explore in the company of good neighbours. All through the year, there are many opportunities to enjoy local talent, learn about our past and seek out new interests. The City of Selkirk is currently in search of **Drop-In Leader** to join our team.

Under the supervision and direction of the Program Coordinator and in accordance with organizational philosophy, goals and standard practices, the Drop-In Leader provides assistance in planning, organizing and supervising a well-rounded program of recreation activities for children attending the Drop In.

#### **YOUR JOB DUTIES WILL INCLUDE:**

1. Administrative
  - Respects the rights of confidentiality and privacy in all matters affecting or involving the program and/or service.
  - Complete reports on all activities as required.
  - Submit timesheets as required.
2. Programs
  - Provide assistance regarding the developing of program activities, and implementation.
  - Provide assistance regarding the daily arrival registration and departure of participants.
  - Provides assistance to ensure all necessary supplies are in place on daily basis.
  - Provides assistance to ensure for the care, upkeep and storage of all equipment.
  - Ensure participant welfare during all activities.
  - Actively participate in games and activities.
  - To know and observe all camp policies.
  - Maintain a safe and clean environment.
3. Performs other duties as assigned, consistent with this job description and approved program policies, standards and procedures.

The Drop-In Leader will assume supervisory responsibilities for a finite period, on a limited basis over the Drop-In Leaders. In regards to the Drop-In program, the Program Coordinator would be contacted immediately to assist in any behavioural issues/concerns.

## SPECIFICATIONS/QUALIFICATIONS

### 1. Education, Knowledge and Experience

#### Minimum Requirements shall include:

- Grade 12 education or General Education Development (G.E.D.)
- Preferred post secondary training in Recreation, Education, or a related field
- Possess skills in Drop-In programs (i.e. environmental, crafts, group recreation, special activities, etc.)
- Experience working with children
- Demonstrated administrative skills and abilities
- Highly organized and able to work in a team environment
- Strong communication skills, both oral and written
- Valid Class 5 Drivers Licence
- Current clear Criminal Reference Check
- Current Child Abuse Registry Check
- First Aid/CPR Certification would be an asset

#### COMMENTS:

This is for one casual position of Drop-in Leader; this position is excluded from the Collective Agreement and is open to all applicants. Interested individuals are to specify position being applied for and direct their application to:

*The City of Selkirk is an equal opportunity employer, committed to providing an inclusive work environment. Applicants who require accommodation during the hiring process are encouraged to contact the City's Human Resources Department via the information provided in the Contact Information section of this posting.*

#### Contact Information:

Human Resources, City of Selkirk, 200 Eaton Avenue, Selkirk, Manitoba R1A 0W6

FAX #: 1-204-482-5448

Email: [jobs@cityofselkirk.com](mailto:jobs@cityofselkirk.com)

Thank you to all who apply, however, only those candidates selected for an interview will be contacted.

**Position:** Drop In Leader

**Department:** Culture, Recreation and Green Transportation

**Division:** Cultural and Recreational Programs

**Reports To:** Program Coordinator

**Classification:** Casual

**Position Summary:**

Under the supervision and direction of the Program Coordinator and in accordance with organizational philosophy, goals and standard practices, the Drop-In Leader provides assistance in planning, organizing and supervising a well-rounded program of recreation activities for children attending the Drop In.

Core Competencies
<ul style="list-style-type: none"><li>• Citizen and Public Focus</li><li>• Communication</li><li>• City of Selkirk Consciousness</li><li>• Teamwork and Ambassadorship</li><li>• Integrity and Trust</li><li>• Ethics and Values</li><li>• Strategic Results Orientated</li><li>• Decision Making and Judgment</li></ul>

**Job Duties**

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- Actively participate in games and activities.
  - To know and observe all camp policies.
  - Maintain a safe and clean environment.
3. Performs other duties as assigned, consistent with this job description and approved program policies, standards and procedures.

## **SPECIFICATIONS:**

### **1. Skills, Knowledge and Abilities**

Minimum qualifications shall include:

- Grade 12 education or General Education Development (G.E.D.)
- Preferred post secondary training in Recreation, Education, or a related field
- Possess skills in Drop-In programs (i.e. environmental, crafts, group recreation, special activities, etc.)
- Experience working with children
- Demonstrated administrative skills and abilities
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### **2. Responsibilities**

Under the direction of the Program Coordinator, the Drop-In Leader provides assistance in planning, organizing and supervising a well-rounded program of recreation activities for children attending the Drop In.

The incumbent shall be responsible to ensure their duties are carried out in an effective, efficient and safe manner in relation to themselves and fellow employees.

### **3. Comprehension & Judgement**

The incumbent is expected to act independently. Direction and supervision will be provided by the Program Coordinator concerning priorities, but the incumbent is expected to show initiative and is responsible to complete work or assignments on schedule.

#### 4. Working Conditions

This position may work up to 20 hours per week.

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Incumbent

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Manager of Cultural & Recreational Programs

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Date

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Director Culture, Recreation & Green Transportation

DATED: September 2019