



Competition No:	2019-37	Duration:	Casual Tentative Dates Sep 2019 – Mar 2020
Close Date:	September 6, 2019	Remuneration:	Up to \$13.73/hr
Position Title:	Drop-In Supervisor		
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 Supervisor** 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 Supervisor functions as a supporting member of the Culture, Recreation and Green Transportation Department.

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.
 - Provides on going evaluations of both Drop-In program and the staff.
 - Assists in the training of the Drop-In Leaders.
 - Complete reports on all activities as required.
 - Update and maintain procedural manual.
 - Submit timesheets as required.
 - Complete a written evaluation report and final inventory at the end of the Drop-In.
2. Programs
 - Responsible for developing program activities, implementation, and supervision of all activities
 - Responsible for the daily arrival, registration and departure of drop-in participants
 - Ensures all necessary supplies are in place on a daily basis
 - Responsible for the care, upkeep and storage of all equipment.
3. Performs other duties as assigned, consistent with this job description and approved program policies, standards and procedures

The Drop-In Supervisor 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 Supervisor; 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

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

Position: Drop In Supervisor

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 Supervisor functions as a supporting member of the Culture, Recreation and Green Transportation Department.

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

Job Duties

1. Administrative
 - Respects the rights of confidentiality and privacy in all matters affecting or involving the program and/or service.
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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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- Valid Class 5 Drivers Licence
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- First Aid/CPR Certification would be an asset

2. Responsibilities

Under the direction of the Program Coordinator, the Drop-In Supervisor functions as a supporting member of the Culture, Recreation and Green Transportation Department.

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.

Incumbent

Manager of Cultural & Recreational Programs

Date

Director Culture, Recreation & Green Transportation

DATED: September 2019