



JOB TITLE: Kinsmen Park Summer Program Manager

JOB SUMMARY: This position is responsible for providing a fun, safe and educational environment for all school-aged children participating in this summer program. The Kinsmen Park Summer Program Manager will be required to provide active supervision during their shift as well as manage their team. It is required that the program worker executes the programming schedule to ensure the day is filled with activities to enhance the physical, mental, emotional and spiritual development of each participant.

Reports to: The Kinsmen Park Summer Program Worker will report to the Program Manager or Recreation Director.

Responsibilities

- Assist in the hiring process for the summer program
- Plan and organize an orientation day for program leaders
- Train and manage program leaders as needed
- Plan and organize daily activities for the program in advance of the program start date
- Purchase supplies and organize “field trips” with business or community members ahead of time
- Set up and clean up for the program at the start and end of the program
- Create posters, calendars and all other items for social media pages
- Set up and stay in constant contact with parents through TeamLinkt app
- Actively supervise all children to always ensure the safety of each child. Continuously scan the area for potential risks such as risky behaviour, broken toys/equipment, etc.
- Plan and provide program activities that are varied, flexible, and age appropriate
- Manage parental concerns in a timely and professional manner
- Maintain a friendly, respectful and welcoming environment for children, co-workers, volunteers and parents always
- Be an active participant in the provided activities
- Maintain a clean play environment
- No yelling, physical or verbal abuse and/or discipline of any child or team member will be tolerated at any time
- Wear clothes that are clean and tidy. No ripped clothes, no inappropriate logos, belly shirts, no low tops or revealing pants or shorts. Shorts should be the length of your arm when straightened toward the floor while in a standing position. Wear safe and appropriate footwear.
- Establish positive relationships with each child
- Ensure toys and equipment are in good, clean and safe repair and remove any unsafe items from the play space