



## Kinsmen Park Summer Program Supervisor

**REPORTS TO:** The Director of Community Development or in the absence of the director, the Recreation Facilities Manager.

**JOB SUMMARY:**

- The ideal candidate will be passionate about working with children, highly organized, and adept at managing staff and resources to ensure the success and safety of our programs.

**ESSENTIAL REQUIREMENTS:**

- Minimum of 3 years of experience working with children in a supervisory or leadership role
- Strong knowledge of child development principles, educational theories and best practices in program planning and implementation
- Excellent communication and interpersonal skills, with the ability to effectively engage with children, parents/guardians, staff and stakeholders
- Ability to prioritize tasks, manage time effectively, and work independently in a fast-paced environment.
- CPR and First Aid preferred.

**RESPONSIBILITIES:**

- Create, plan and implement age-appropriate activities and programs that cater to the needs and interests of children
- Hiring, supervising program staff and training in child safety protocols, challenging behaviours, first aid, and emergency procedures
- Maintaining a safe and secure environment for children, adhering to all relevant safety regulations and guidelines, and implementing procedures for medical emergencies, evacuations and child protection
- Being prepared to respond effectively to crises or emergencies, such as accidents, injuries, or severe weather events. Coordinating with staff and parents to ensure the safety and well-being of all children
- Building relationships & communicating with parents/guardians, and stakeholders that benefit children and families.
- Managing the program budget, including allocating funds for supplies and equipment needs. Monitoring expenses and seeking cost-effective solutions
- Maintaining accurate records of program activities, attendance, incidents and evaluations. Generating reports for management as required.

The ideal candidate will have strong interpersonal and communication skills, can work independently and have a willingness to learn new skills. The candidate must have a valid driver's licence, and a vulnerable sector criminal record check is required if the candidate is 18+.

Any interested candidates are welcome to forward their cover letter and resume to the attention of Megan Anthony by February 21<sup>st</sup>, 2025, by email to [directorcd.outlook@sasktel.net](mailto:directorcd.outlook@sasktel.net)

Or by mail to:  
Town of Outlook  
Box 518 Outlook, SK, S0L 2N0