



EMPLOYMENT OPPORTUNITY

**Recreation and Youth Service Leader
Competition Number: DCD-2019-36-EX
(Temporary Full Time)
Department of Community Development**

Under general supervision of the Recreation Supervisor – Recreation and Youth or a designated supervisor, the Recreation and Youth Services Leader provides leadership, guidance, instruction and is a positive role model to staff; oversees the recreation and youth areas; contributes to the delivery of quality programs and services; ensures interaction with patrons is professional and enjoyable; ensures safety and positive experience for all patrons; In the absence of the Supervisor, the Leader is the authority on the shift.

These duties will be performed in addition to the current duties of the Recreation Facility Attendant and Youth Centre Attendant.

Some in a recreation environment, including working with volunteer groups, community organizations and youth, supplemented by graduation from the Recreation Leadership Program with knowledge in facility operations, event setup and security and demonstrated leadership skills with the ability to lead and motivate teams; Standard First Aid, C.P.R, Level C and AED certifications; or sufficient qualifications as determined by assessment. **All certifications must be current and submitted when applying.**

The closing date for receiving applications is Friday, September 6, 2019.

The City offers an exciting work environment. This is a unionized position; the hourly rate of pay is \$26.73 plus 6% vacation pay. Day, evening and weekend work will be required.

Interested applicants may apply, in confidence, by submitting a cover letter and resume in PDF format referencing the competition number to recruitment@mountpearl.ca.

The City thanks all interested applicants. Selected applicants will be notified if invited for an interview. To check the status of competitions or view the detailed job descriptions please visit our website at www.mountpearl.ca or contact Human Resources at 709-748-1094.

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| POSITION TITLE: | RECREATION AND YOUTH SERVICES LEADER |
| DESIGNATED SUPERVISOR: | Recreation Supervisor – Recreation and Youth |
| DEPARTMENT: | Community Development |

SUMMARY OF FUNCTIONS:

Under the general supervision of the Recreation Supervisor – Recreation and Youth or a designated supervisor, the Recreation and Youth Services Leader provides leadership, guidance, instruction and is a positive role model to staff; oversees the recreation and youth areas; contributes to the delivery of quality programs and services; ensures interaction with patrons is professional and enjoyable; ensures safety and positive experience for all patrons; In the absence of the Supervisor, the Leader is the authority on the shift.

These duties will be performed in addition to the current duties of the Recreation Facility Attendant and Youth Centre Attendant.

MAJOR DUTIES & RESPONSIBILITIES:

- Provide leadership, guidance, instruction and a positive role model to staff.
- Ensure consistency among all Recreation Facility and Youth Centre Attendants as it relates to the delivery of professional and helpful customer service, and provide assistance as required.
- Oversee the recreation and youth areas and ensure staff perform duties in accordance with Department standards; ensure daily, weekly and event checklists are completed.
- Oversee daily operations and events, interact with event organizers and patrons and respond to inquiries.
- Contact Recreation and Youth staff for short term staff absences or shortages.
- Assist in the development of the policies and procedures and ensure the policies and procedures are followed.
- Recommend and implement recreation and youth programs taking into consideration various needs and abilities of patrons; provide related information.
- Monitor the recreation and youth areas to ensure safety of patrons.
- Ensure the recreation and youth areas are secure after all scheduled activities.
- Provide quality programming in a warm, friendly and supportive atmosphere.
- Inspect all recreation equipment and supplies, maintain maintenance records and advise supervisor whenever repairs or replacements are necessary.
- Complete daily records, log books and other documents; produce written reports on all facility activities, including accidents and incidents.
- Implement emergency procedures when necessary and immediately notify supervisor in event of emergency.
- Maintain a current knowledge of programs and services within the Community Development Department and trends in youth development.
- Provide guided tours of facility and highlight features and services offered.
- Ensure the recreation and youth areas are kept clean and tidy and that equipment is returned to the proper place.

JOB DESCRIPTION

- Act as a liaison with various contractors, vendors, etc. when the supervisor is unable to be present.
- Maintain and retrieve information in accordance with the requirements set forth by the Access to Information and Protection of Privacy Act, 2015, and City information management policies and procedures.

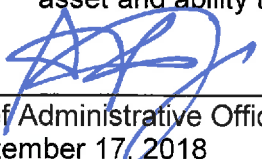
NOTE:

The above statement reflects the duties necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the duties of the job.

QUALIFICATIONS:

Experience in a recreation environment, including working with volunteer groups, community organizations and youth, supplemented by graduation from the Recreation Leadership Program with knowledge in facility operations, event setup and security and demonstrated leadership skills with the ability to lead and motivate teams; Standard First Aid, C.P.R, Level C and AED certifications; or sufficient qualifications as determined by assessment.

- Some experience leading and motivating teams and/or groups.
- Knowledge in facility operations, event setup and community programming.
- Knowledge and understanding of teen, social and economic issues within the community.
- Knowledge of the organization, procedures, functions and objectives of a recreation facility.
- Knowledge of hazards and safety precautions involved in the work and ability to follow safety protocols.
- Knowledge of computer programs such as MS Office Suite, email, etc.
- Experience and skill in dealing with the public with a demonstrated customer service outlook.
- Demonstrated mentoring and coaching skills.
- Demonstrated organizational skills.
- Ability to lead, motivate and direct a group of employees.
- Ability to multitask, prioritize and delegate work.
- Ability to perform the physical duties of the position, including lifting up to 50 pounds.
- Ability to safely perform work under minimum supervision.
- Ability to communicate effectively with members of the public in a responsible and professional manner.
- Ability to establish and maintain cooperative and productive working relationships.
- Ability to contribute as a team player with personal commitment to the City's mission, values and guiding principles and safety.
- Ability and willingness to work day, evening and weekend hours.
- Possession of a valid driver's license for the Province of Newfoundland & Labrador is an asset and ability to be insured and continue under the City's normal insurance policy.



Chief Administrative Officer
September 17, 2018