

TOWN OF OKOTOKS – JOB DESCRIPTION OVERVIEW

JOB TITLE:	Programs & Events Leader
CLASSIFICATION	Administration
REPORTS TO:	Programs Coordinator
BUSINESS UNIT:	Community Services – Programs and Events
DATE COMPLETED:	November 2023

JOB SUMMARY: *Provide up to four sentences describing the jobs core purpose.*

The Programs & Events Leader is responsible for providing a creative, safe and educational experience for participants that promotes social development in a recreational environment and is customized based on the needs of participants. This role works collaboratively with Programs & Events, assisting with the day to day operation of meaningful programs and activities on a year round basis for children, youth, adults or a combination of those. The goal is to provide lifelong learning opportunities and skill development for the public while promoting a healthy lifestyle and active mind.

KEY RESPONSIBILITIES: *Provide a brief description of up to five major responsibilities and approximate percent of time dedicated to each (up to 4 sentences). NOTE: When there are multiple incumbents in a role, percentage of time spent in each responsibility area may vary.*

- 1. Day-to-Day Operation** – Provide instruction and supervision in a caring, nurturing and customer focused manner to attendees of programs and activities that may include but not limited to: day camps, Kindercare Babysitting Service, out-of-school care, youth activities and other general programming. Prepare and organize craft and activity supplies and manage equipment inventory, ensure supplies and equipment are stored appropriately at the end of each day. Provide support to community events as assigned.
- 2. General Programming Responsibilities**– Under the supervision and approval of the Coordinator, prepare program plan recommendations and then implement program plans for daily or weekly activities based on pre-determined themes, ages of participants and available facilities and supplies. Provide administrative assistance to the Coordinator through completion of lesson plans, attendance sheets, and incident reports, supply and evaluation forms. Promote program to the parents and participants through verbal and written communication, i.e. weekly parent notices. Provide information to the public when requested or direct inquiries to the Coordinator. Complete volunteer evaluations form and provide verbal feedback.
- 3. Other Responsibilities** - Participate in required training and special projects as assigned. Provide support and back-up to team members, including volunteers, as required. Promote Programs to the community and provide information to the public when requested. Forward inquiries and concerns to the Program Coordinator to address and respond.

EDUCATION: *Provide minimum formal education required (degree, diploma, trade, etc.)*

Equivalent to High School education. First aid certification is required. Must qualify, obtain, and maintain a favorable Personal Information Check with Vulnerable Sector.

EXPERIENCE: *Provide minimum related years and type of experience required.*

Up to one year direct/indirect related work experience representing continuous learning.

OTHER SKILLS & COMPETENCIES: *Provide other skills and competencies required.*

Aptitude for working with children. Demonstrated safety awareness and customer focus is required. Strong communication, teamwork, and relationship building skills along with the ability to solve problems and resolve conflicts is required. Lifting up to 30 lbs on an infrequent basis, ability to handle exposure to varying Alberta weather conditions, and the ability to participate in recreational or sport activities such as skating or swimming as per program content is required. Ability to work flexible hours including evenings, weekends, holidays, shift work and split shifts is required. Level 1, 2, or 3 Early Childhood Educator Certificate preferred, or willing to obtain. Act as a positive role model while mentoring participants and volunteers. Previous experience working with low income families and culturally and/or physically diverse populations will be considered an asset. Sound knowledge of current community resources and services is an asset.