



## **Recreation Program Leaders (Part Time) Posting 201739 Ongoing Recruitment**

Come join our team! We are looking for a candidate that shares our corporate values of Honesty, Excellence, Team, Fun, Creativity and Respect. These values are second nature for the successful candidate and are demonstrated in their work and interactions with colleagues and the community.

Under the supervision of the Recreation Coordinator, this position is responsible for the delivery of quality services and supervision of recreation programs and initiatives including but not limited to; Youth recreational Programming, Youth Dances, Instructional Sport Programs, Children's Programs, Town Events, and more.

### **Accountabilities:**

- Develop and deliver high quality programs that comply with department and industry standards (i.e. HIGH FIVE®, Sport Organizations, etc.).
- Supervise and remain actively involved in program at all times
- Responsible for the supervision, mentoring, inclusion and evaluation of program volunteers
- Maintain an awareness of program and be available to provide front-line customer service to current and potential customers on an ongoing basis
- Maintain a proactive approach to health and safety through compliance with Policy, Procedures, Emergency Plans and sanitation procedures and work in a manner that is safe for self and others
- Work collaboratively with co-workers as a team through open communication, sharing ideas, supporting each other's' efforts, planning, and sharing workload
- Complete all appropriate paperwork regarding any accidents or incidents in a thorough and timely manner and forward to the Assistant Coordinator and/or the Recreation Coordinator

### **You possess:**

- HIGH FIVE® Certification would be considered an asset
- NCCP Coaching Certifications would be considered an asset
- Experience leading participant groups and working with the general public
- Excellent verbal and written communication
- Ability to ensure a high level of confidentiality is maintained
- Strong supervisory and leadership skills

### **Working Conditions:**

This part-time position will have an irregular work week, must be available to work scheduled programs as required (may include evenings and weekends) for program management purposes at Town or non-Town facilities and/or outdoor environments. Must be prepared to assist in program when necessary or in the absence of staff. Some lifting of equipment may be required for set up or clean-up of program space.

**Compensation:** The hourly range for this part time position is \$12.75 - \$14.51 per hour.

**Application:** The Town of Halton Hills is seeking Recreation Program Leaders on an ongoing basis. Qualified candidates may submit a detailed cover letter and resume in confidence to the Town.

**Candidates will be contacted as vacancies and program requirements occur.**

Please quote Posting No. 201739 on your cover letter. Please apply using only **one** method of application below.

**Mail:**

Attn: Human Resources  
Town of Halton Hills  
1 Halton Hills Drive  
Halton Hills, ON L7G 5G2  
Posting No. 201739

**Email:** [humanresources@haltonhills.ca](mailto:humanresources@haltonhills.ca) (preferred)

We thank all those who apply, but advise that only those applicants selected for an interview will be contacted. The Town of Halton Hills is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Human Resources staff of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Personal information is collected under the authority of the Municipal Act, 2001 (S.O. 2001, c.25) and will be used to select a candidate. Questions about this collection should be directed to the Manager of Human Resources.

**1 Halton Hills Drive, Halton Hills, Ontario L7G 5G2**

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