

YOUTH LEADER II - SUPERVISOR
Recreation Department – Community Special Events

DEFINITION

Under the general direction of a Recreation Programmer, the Youth Leader II will provide leadership in the planning, supervision and evaluation of recreation programs and community special events. The supervisor will be responsible for the overall operation of a specific program or event including staffing, equipment and supplies, program planning, facility scheduling, and other details to ensure a high quality program.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES:

- Responsible for the program promotion and publicity of events and programs.
- Participates in interviews, trains and supervises program and event staff and/or volunteers.
- Plans and implements staff training prior to the beginning of the program.
- Accountable for supply inventory, ordering and distribution.
- Responsible for budget maintenance.
- Assists in supervising staff, handling problems and emergency situations.
- Assists in completing performance appraisals.
- Ensures overall quality of programs.
- Compiles comprehensive reports at the completion of programs and/or events.
- Prepares written reports and compiles statistics.
- Maintains a safe and clean work environment.
- Performs other related duties as required

KNOWLEDGE, SKILLS AND ABILITIES ON THE JOB:

- Good understanding of the resources, interests, needs and requirements of children and youth in the community.
- Demonstrated motivational and organizational skills.
- Ability to work with minimal supervision.
- Good understanding of effective marketing techniques.
- Working knowledge of budgeting procedures.
- Ability to maintain a high degree of enthusiasm, imagination and personal motivation.
- Ability to prepare non-routine documents and reports.
- Demonstrates Saanich Core Competencies as they relate to this position (see all behaviour statements):
 - Adaptability - willingness to be flexible in a changing work environment
 - Relationship Building - establishes and maintains respectful and cooperative working relationships.
 - Effective Communications - communicates effectively with others.
 - Problem Solving - recognizes and acts to resolve problems.

- Customer Focus - provides excellent service to both internal and external customers.

REQUIREMENTS:

- Completion of Grade 12.
- Enrolled in post secondary recreation, leisure studies or related fields.
- Experience in administration of recreational programs.
- Six months experience in working in a recreation based setting delivering programs and/or special events.
- Demonstrated program planning experience.
- Supervisory experience in related field.
- Emergency First-Aid and CPR C (*for licensed and summer day camps Standard First-Aid only*)
- Satisfactory criminal record check.
- Must possess a valid BC Class 5 Driver's License.

STANDARDS:

- Support and uphold the established policies and objectives of the Municipality and the Division in all areas of activity.
- Will not release or discuss non-routine municipal or departmental business without prior authorization.
- Adhere to all established municipal and departmental rules and regulations.
- Maintain the performance levels set by the Division in the execution of all duties and responsibilities.
- Maintain a cooperative working relationship with employees, management, Council and the public.
- Maintain regular communication with supervisors, keeping them fully informed of all non-routine, urgent and/or controversial matters.
- Shall not receive or solicit a subscription, gratuity, or fee for or in conjunction with any service or presumed service performed by him/her as an employee.