

JOB DESCRIPTION: Recreation Supervisor

Reports to: Manager, Recreation & Community Building

Position designation: Permanent, Managerial, Full-time.

Salary Range: \$25 - \$30 per hour, plus benefits

Hours: 37.5 hours per week, vary with programming schedule

Overview

The Manor Park Community Council (MPCC) is a not-for-profit organization providing recreational programming, licensed child care and community events from the Manor Park Community Centre (100 Thornwood Road), Manor Park Public School (100 Braemar Street), and a new satellite location at 1805 Gaspé Avenue.

The MPCC is comprised of a volunteer board of directors, paid employees, and volunteers. Key recreational programs include: sports, fitness, arts programming, day camps, and seasonal rinks. Popular community events include: Skating Party, Pints in the Park, and Rock the Block. Childcare licenses are held for 'Before- and After-School in Manor Park' and licensing of full-time child care at Manor Park Child Care Centre is underway.

Recreation is a critical pillar of operations for the MPCC. It is an exciting place where fun, innovation, and creativity are valued. The Supervisor shall support the on-going success of current programs while introducing new concepts and ideas to meet emerging trends in recreation and community needs. Supporting the position is a team of instructors, indoor and outdoor amenities across multiple locations, partners, and an experienced Manager.

The Supervisor has operational responsibility for recreation and events such as: successful program delivery, program planning, staffing, budgeting, and program evaluation. Activities will vary from those which generate revenue to those which help build community. As part of the management team, the Supervisor will support policy development, equipment acquisition, and communications.

Success will be realized by robust registration, satisfied participants and returning registrants as evaluated by surveys and registration numbers.

Essential Job Functions:

The responsibilities of this position include, but are not limited to, the following:

Program Planning

- Identifying community needs;
- Environmental scans;
- Leveraging opportunities related to space, innovation, partnerships;
- Scheduling recreational programs for varying ages, across arts and sports, in all MPCC locations;
- Maintaining lesson plans and records associated with programs, and
- Meeting program participants and their families.

Recreation

- Recruiting and hiring staff;
- Training and orientation of staff;
- Coaching or instructing, if applicable;
- Mentoring and developing staff, as applicable;
- Maintaining accurate staff records securely, and
- Conducting Performance Reviews of staff, both probationary and annual.

Outdoor Rinks

- Managing the build and maintenance of outdoor rinks;
- Hiring and training Rink Attendants;
- Responsibility for rink equipment, and
- Reporting on rink activities, as required.

Administrative Functions

- Responding to program related requests from staff or participants;
- Annually, support Manager's budget preparation;
- Monthly, providing written program summary to Manager;
- Bi-weekly, submitting employee payroll;
- Regularly, monitoring and recording employee absences;
- Submitting paperwork such as employee expense reports, timesheets and requests for Leaves or overtime;
- Preparing draft grant applications, as required;
- Recommending job descriptions updates, when required;
- Annually, recommending Employment Agreement renewals, and
- Periodically, recommending policies and procedures updates.

Interaction with the Community

- Liaising with community participants and their families;
- Developing relationships with not-for-profit organizations and businesses;
- Coordinating and encouraging volunteers, as applicable, and
- Organizing and supporting community events.

Other

- Monitoring and reporting deficiencies in programming sites;
- Liaising with Coordinator, Administration & Communications
- Supporting MPCC staff and Board, as required;
- Following MPCC Policies and Procedures;
- Understanding Human Resource best practice;
- Understanding manuals and documentation associated with employment, and
- Other duties as assigned.

Requirements

- Post-secondary education related to recreation, leisure, or arts
- Minimum two (2) years' experience
- Demonstrated experience supervising employees and volunteers
- Flexibility and creativity
- Administrative skills
- Organizational skills
- Strong problem solving abilities
- Intermediate skills with Office and registration software
- Ability to communicate and write effectively in English and French
- Ability to work collaboratively and independently
- Ability to work outdoors and move heavy objects
- Strong leadership skills
- Access to a vehicle
- Smart Serve, an asset
- Valid 'Police Check' (Level 3: Vulnerable Sector)
- Standard First Aid and CPR Level C