



RECREATION & CULTURE

JOB NOTICE

PART-TIME EMPLOYMENT

WE THANK ALL THOSE WHO APPLY. ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.

THE FOLLOWING PART-TIME POSITION IS AVAILABLE WITH THE RECREATION & CULTURE DEPARTMENT:

JOB TITLE: HEAD PROGRAM LEADER: YOUTH PROGRAMS	FILE #: 0041
POSTING DATE: MARCH 15, 2009	CLOSING DATE: ONGOING
STARTING RATE/HOUR: \$9.60	LOCATION: MAPLE COMMUNITY CENTRE

MAJOR DUTIES:

1. Provides excellent customer service through developing, implementing and evaluating a safe, enjoyable program and supervises participants during youth programs.
2. Maintain a clean and safe program area and record all program statistics at the end of all shifts
3. Assist in planning, creating and implementing youth programs under the direction of the Active Living Coordinator
4. Communicate all injuries, or equipment malfunctions to the Active Living Coordinator

REQUIREMENTS/EDUCATION:

1. Excellent customer service skills with the ability to understand and respond in a timely manner using problem solving and/or conflict resolution skills, tact and diplomacy.
2. Knowledge and experience supervising youth program staff in a variety of youth-related sports and games.
3. Excellent leadership, oral and written communication skills.
4. Current Standard First Aid, CPR-C certification, Vulnerable Sector Screening.
5. Must be prepared to work flexible hours involving evenings and weekends.
6. To attend all scheduled orientation and training sessions and to obtain additional related certifications as required.

PERSONS INTERESTED IN THE ABOVE AND/OR SUBSEQUENT VACANCIES ARE ASKED TO FAX AN APPLICATION AND RESUMÉ TO THE RECREATION & CULTURE DEPARTMENT AT 905-832-8550, OR E-MAIL TO seasonalrecjobs@vaughan.ca, OR DROP OFF AT ANY LOCAL COMMUNITY CENTRE, "ATTENTION: RECREATION SERVICES SUPERVISOR".

APPLICATION FORMS AND INSTRUCTIONS ARE AVAILABLE ONLINE AT www.vaughan.ca/SeasonalRecJobs.