

**YOUTH LEADER II - SUPERVISOR**  
Recreation Department - Summer Programs

**DEFINITION**

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

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES:**

- Responsible for the program promotion and publicity prior to and during the summer.
- Participates in interviews, trains and supervises up to 20 summer playground leaders.
- 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 end of the summer program.
- 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 for youth.
- 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 with children in a recreation based setting.
- 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 Police Information 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.