



JOB DESCRIPTION

Identification

Department: Recreation

Position: Summer Program Manager

Supervisor: Director of Recreation

Hours of Work: 40 hrs/wk. Normal Hours of work are from Monday to Friday, 8:30 am to 4:30 pm, or as required.

Scope: Under the direct supervision of the Director of Recreation, the Summer Program Manager will be responsible for overseeing the successful implementation of Barrington Recreation's summer recreation programming. This is done through careful and creative planning and promotion allowing for a fun and safe experience for program participants.

Desired Qualities/Qualifications: High School completion and enrolled in post-secondary education. Previous experience working with children is a must. Previous experience in a summer youth recreation setting is desired. A team player, who is willing to work with others, including other staff members, parents/guardians and the general public. The Summer Program Manager will need a friendly, trustworthy, and honest personality. First/Aid CPR level C is desired, or a willingness to obtain.

Duties: Responsibilities include, but are not limited to the following:

Programming

- to identify and confirm all resources required for programs: finances, transportation, equipment, supplies, facilities, leaders, special guests, and so on.
- to provide leadership to summer recreation programs through direct participation.
- to purchase equipment and supplies as necessary
- to evaluate the program, as required, through the departmental evaluation process
- to provide accessible opportunities to participate in programming to youth with disabilities
- to follow safety guidelines and procedures and practice diligent risk assessments of activities
- to report all problems, concerns, criticisms, and compliments to the Director of Recreation
- To assist with community and active start sport programming as needed.

Administrative

- to develop and adhere to programming budgets within the limitations of the department budget.
- to attend staff meetings and assist with agendas and facilitation.
- to follow policies and procedures set forth by the department.
- to maintain up to date records/files for the program and participants

Public Relations/Promotions

- to promote the program through social media, posters, brochures and school visitations
- to interact with parents/guardians and campers on a regular basis, and ensure program leaders are doing so, as well.

Supervisory

- to assist in interviewing and hiring of summer recreation staff
- to recruit volunteers, guest speakers etc.
- to develop staff schedules
- to supervise summer recreation coordinators, leaders and volunteers
- to evaluate staff, as required
- to act as a resource for leaders and department staff

The Manager will be responsible to perform all duties as listed and other duties as requested by the Director of Recreation or Active Living Coordinator.