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<b>Job Title:</b>	<b>Program Leaders</b>
<b>Number of Positions:</b>	<b>4-5 full time, 3-5 part-time</b>
<b>Posted Date:</b>	<b>Tuesday December 3<sup>rd</sup>, 2024</b>
<b>Start Date:</b>	<b>May/June 2025 (Training) June-August 2025 (Summer Camp)</b>
<b>Salary:</b>	<b>\$ 20.29/hr (based on years of service)</b>
<b>Hours per Week:</b>	<b>Full and Part time hours available – 10-44 hrs/wk</b>
<b>Closing Date:</b>	<b>Friday January 17<sup>th</sup>, 2025</b>

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### **Position Summary**

Reporting to the Director of Community Services, the Program Leader leads in the planning and implementation of a variety of different recreation programs offered to children and youth. The Program Leader provides programming at the Youth Centre and supervises the summer camp staff and participants while leading daily activities.

### **Duties and Responsibilities**

- Ensures accurate account of all participants under supervision.
- Ensures all participants feel safe and welcome.
- Conducts self in a professional and appropriate manner.
- Plans, organizes and leads activities for program participants.
- Monitors participation and provides feedback to ensure a positive experience.
- Ensures equipment and supplies meet health and safety standards, are operational and stored properly when not in use.
- Takes action to deal with incidents, problems and emergencies as outlined during training.
- Works cooperatively with fellow recreation personnel to ensure necessary workflow and coverage.
- Understands and adheres to all policies and procedures.
- Other duties as assigned by the Director of Community Services

### **Qualifications & Experience**

- Current Standard First Aid, CPR C and AED training.
- Certification in High Five Principles of Healthy Child Development certification recommended.
- Current Criminal Record check will be required as a condition of employment.
- Experience planning, organizing, and leading or assisting with child and youth programs.

Interested qualified Applicants are invited to forward their cover letter and resume quoting **Job #2025-5** no later than **Friday January 17, 2025** to:

Human Resources  
Municipality West Perth  
[hrresults@w-u.on.ca](mailto:hrresults@w-u.on.ca)