



## **Head of Program - Job Description**

### **General Responsibility:**

To plan, direct and supervise the CCA summer recreation program.

### **Minimum Requirements:**

Applicants must have daily access to a boat with a minimum 40 hp engine. Applicants must possess their NLS, Red Cross Water Safety Instructor, Emergency First Aid, Standard First Aid and Lifesaving Society Instructor certification. Additional swimming qualifications recommended.

### **Specific Responsibilities:**

#### **Program Planning and Staff Scheduling:**

- Plan, (ideally two months in advance), the overall schedule, themes and dates for the recreation program
- liaise with previous year's Head of Program to get started in this process and arrange to get all information/binders, left over report cards and badges, etc.
- plan, at least one week in advance, the daily activities of the recreation program
- assign tasks to instructors and assistant instructors and supervise them on those tasks
- assign one instructor the responsibility of coordinating volunteers and the volunteer jobs
- assign one or more instructors/asst instructors the responsibility for planning, ensuring supplies and executing 2 crafts weekly (one for Camp Cognashene and one for Kognashene Kinders)
- create a schedule that allows staff to have a lunch break (when appropriate) but ensures supervision of children over lunch when parents are not present
- send home any staff who are not needed based on participation numbers
- plan, shop for and carry out Junior and Senior overnight canoe trips
- plan and invite visitors and excursions for Camp Cognashene (1 per month, min)
- organize, shop for and carry out the community corn roast
- organize, shop for and carry out the sale of pop and water at Art on the Rocks (coolers, advertising, ice, posters, schedule staff)

- plan, shop for and carry out end-of-summer beach party
- order staff and volunteer uniforms (May training day)
- conduct staff meetings weekly on Fridays
- hold a mid summer staff gathering for team building

### **Facilities**

- maintain Arthur Island beach and equipment (equipment, canoes, sailboats, buoys, etc) and communicate any issues to Recreation Directors
- ensure cleanliness, safety, organization, functioning, lockup/security, supplies for beach, storage boathouse and washroom (cleaning and toilet paper)
- ensure site conditions at church are maintained and left clean

### **Communication**

- motivate staff and participants
- keep a detailed contact list of all parent/emergency contacts
- communicate daily via Facebook CCA Rec program page and Twitter @CCARecProgram regarding daily activities (weather updates, special guests/trips, schedule changes, sign-up reminders, location changes). An update before 9am every morning is required to announce the day's details and, in the case of unexpected program changes (weather), use these social media tools to communicate with parents
- manage stakeholder relationships (families/parents, kids/participants, GBLT, community members/leaders, ie. church, fellow cottagers/neighbours)
- manage Red Cross/LSS relations before, during and after summer
- communicate with parents whose children attend for shorter periods of time and do not complete badges
- discuss all safety concerns with CCA Recreation Director
- declare weather cancellations at any point during the day and communicate with parents, ensuring safety for all
- contact the Davis family in advance of the Junior canoe trip for permission to use their property; send/deliver a thank you card after and ensure a clean site
- liaise with community members who may assist in the sailing program or with any other skill development
- write for the Spring and Fall newsletters (Spring, intro self and discuss summer plans; Fall review of summer activities)

### **Administration**

- ensure all participants in all programs have registered and paid in advance

- communicate with Rec Director on ongoing basis regarding on-beach registrations and online payments
- create/organize a detailed book keeping system to track all incoming money and outgoing payments for CCA treasurer
- complete paperwork for Bronze participants at the end of summer
- ensure attendance is taken at each activity to cross-reference with registration list and identify unpaid/unregistered participants
- submit cash and receipts bi-weekly with documentation to Rec Director
- ensure staff has supplied tax paperwork to CCA treasurer

### **Other**

- other duties as discussed and assigned by the Recreation Director
- conduct staff evaluations mid-summer and at the end of summer; meet with staff individually and provide notes for staff binder
- choose award winners for 3 summer awards to be presented at final party; collect trophies in advance for re-presentation
- lead by example – have fun participating in swim lessons, art projects and other day camp activities when time permits