Leaders Job Description

**Job Description: Program Leader**

All job functions of the Program Leader will be carried out under the direction of Program Supervisors. The Leader will be expected to provide daily feedback to the Program Supervisor regarding all job functions and child behavior.

**PROGRAM SUMMARY**

Mission of the Mini U Programs:
1. Develops children and youth as educated leaders in physical activity for young people.
2. Provides a context for experiential education of students in degree programs to develop, disseminate and discover the benefits of working with children and youth in the promotion of physical activity.
3. Provides excellent and inclusive recreation/sport and educational experiences to young people.
4. Promotes the Faculty of Kinesiology and Recreation Management and the University of Manitoba as destinations for post-secondary education.
5. Contributes to the creation and dissemination of physical activity knowledge.

Our Vision: To be recognized locally and nationally as a leader in providing evidence-based programs while actively collaborating in the creation and dissemination of physical activity knowledge. Mini U Programs develops excellent, innovative leaders and provides stimulating, quality programs for children and youth that reflect the values of inclusiveness, fair play and healthy development.

**PROGRAM LEADER GENERAL RESPONSIBILITIES AND DUTIES**

**Leadership & Supervision of Children**
- Supervise assigned children ensuring the safety and wellbeing of participants at all times. This includes recording the ongoing attendance of individuals assigned to your care.
- Lead and engage children through lessons, scheduled activities and daily routines (lunch, arrival/dismissal).
- Establish a positive, respectful and inclusive learning environment while developing a good rapport with children.
- Hold, oversee and/or administer medication as per caregivers instructions. Ensure any medication has been consented by caregivers and approved by Mini U Programs administration staff (Supervisors/Coordinators) prior to providing to children.
- Collaborate with caregivers and Supervisors to gain a strong understanding of the needs of each child assigned to your supervision.
- Encourage children to engage in leadership opportunities (Leadership Cards) and facilitate the delivery of specific learning outcomes determined by administration staff.
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- Create fun and educational learning experiences that promote knowledge discovery, skill development and physical activity.
- Participate in all program activities (including swimming) with high levels of enthusiasm and energy.
- Apply certified emergency first aide and CPR skills as required.

Customer Service
- Welcome caregivers and children to the University of Manitoba ensuring customers have a strong understanding of hours of operation, parking, level of supervision, nut free policy and the weekly scheduled activities (field trips, swimming days, productions, etc.).
- Ensure children feel welcomed, safe and comfortable throughout their Mini U experience. This may include assisting children to discover new friendships and promoting respect amongst the group.
- Communicate schedules, activities, group experiences and stories with caregivers daily.
- Discuss behavioral concerns and/or undesired experiences with caregivers daily (when applicable). This includes providing strategies and goals moving forward.
- Execute program curriculums, lesson plans and scheduled activities as assigned.
- Ensure all customer questions and concerns are answered/resolved in a timely manner.
- Create the desired age appropriate experiences (Mini, Junior, Senior) as outlined by administration staff.
- Ensure all personal information (mailing address, phone numbers, health, special needs, etc) are kept confidential at all times and immediately shredded after use.
- Ensure safe pick up policies are followed at all times (photo identification, authorized pick ups, consent).
- Ensure Mini U Program uniforms are worn and visible at all times during scheduled hours of work.
- Represent the University of Manitoba and the Mini U Programs with a high level of professionalism.

Administration
- Immediately report any concerns related to the health, safety and well-being of program participants to appropriate authorities. This may include the Program Director and/or Child Family Services.
- Complete accident and incident report forms immediately following incidents.
- Communicate changes to any assigned group locations with administration staff.
- Report customer inquiries regarding program content, activities and overall satisfaction.
- Ensure required certifications and record checks are submitted to Program Coordinators by required deadlines. Any changes to the status of these documents must be reported to administration staff immediately.
- Execute all policies and procedures as outlined in the Leader Manual with a high level of attention to detail.
- Other duties as assigned.