



JOIN OUR LEADER TEAM

EMPLOYMENT INFORMATION
AND APPLICATION FORM



**University
of Manitoba**

APPLICATIONS DUE JANUARY 31, 2020

2020 LEADER EMPLOYMENT INFORMATION

OUR TEAM

The leadership team of the Mini U Programs consists of the Director, Program Coordinators, Supervisors and Leaders. Our team facilitates the coordination, supervision and execution of programs, leadership and supervision of participants as well as the administration and customer service of the unit. Together we serve children, parents/guardians, employees, community partners and collaborate with University of Manitoba employees.



Leaders directly lead, support and create impactful experiences for our participants. In a variety of roles, Leaders prepare lesson plans and activities, lead participants between the ages of 4 to 16, support and care for participants, execute program activities, provide customer service to families and contribute to the administration of the unit. Leaders work closely with Supervisors and the Coordinators and Director to ensure individuals we serve are set up for success. These

positions actively lead children and youth in various settings, particularly where programs are occurring. Supporting the needs of children and families includes both administrative tasks as well as a significant amount of in person interactions. Specifically, Leaders support: lesson plan and activity development; creating leadership opportunities for participants; engaging participants in program activities; leadership of participant behavior; participating in all program activities and lessons and sharing program information with families, children and staff.

Our team is responsible for creating positive experiences in an engaging, welcoming and safe environment. Leaders are selected for their understanding of what it means to lead as a part of a team. We are looking for honest, forward-thinking, competent and inspiring leaders who are able to perform at a high level in fast paced environments. We value continual development and select individuals who demonstrate the ability to positively contribute to the growth and improvement of our organization and the individuals on our team. Strong interpersonal, organizational, communication, problem solving and leadership skills are required.

Job descriptions outlining detailed responsibilities are available at miniu.ca.

QUALIFICATIONS

Education:

- Be enrolled in or a graduating student of a high school, college or university.

Experience:

- Leading children/youth in an individual or group setting.
- In physical activity settings as a participant and/or leadership role.

Skills and Abilities:

- Ability to work with others in a variety of collaborative settings.
- Strong ability to empathize with children, youth and their families.
- Demonstrated ability to create games and activities designed to engage participants in play, physical activity and leadership.
- Expertise and/or experience with program content such as sports, special interests, aquatics, leadership, special needs and first aid.
- Ability to resolve interpersonal conflict amongst participants.
- Ability to communicate effectively with children, families, peers and supervisors.
- Ability to ensure the safety of participants at all times including the management and administering of participant medication.
- Demonstrated ability to follow and execute complex scheduling and attendance reporting.
- Effective oral and written communication skills, with the ability to provide honest and professional feedback regarding program performance, procedures and policies.
- In water participation in swimming activities is required.

ADDITIONAL INFORMATION

The University of Manitoba is strongly committed to equity and diversity within its community and especially welcomes applications from women, racialized persons, Indigenous peoples, person with disabilities, persons of all sexual orientations and genders, and others who may contribute to the future diversification of ideas. All candidates must be legally entitled to work in Canada.

POSITION DETAILS

Mini U Programs are organized by the age of the participants; Mini - ages 4 to 7, Junior - ages 8 to 11, and Senior - ages 12 and up. Some positions will specialize in age appropriate program delivery while others will focus on program content such as curriculums and lesson plans. All positions require full participation during swimming and recreational activities when assigned. All wages include 6% vacation pay.

Spring Break Leader

Length of Employment: 1 Week

Wage: \$12.40-12.90 per hour

Dates: March 30 - April 3, 2020

Spring Break Leaders lead groups of up to 17 participants through their daily activities. They assist in leading classroom and recreational settings, create and lead activities, assess and record participant learning outcomes, take regular attendance and participate in all activities. They create an inclusive and engaging environment that provide participants the

opportunity to be leaders. Responsibilities include: participate in training sessions, lead inclusive and engaging activities and the ongoing behavior modification of participants.

Lifeguard & Swim Leader

Length of Employment: 8-9 Weeks

Wage: \$15.30-15.90 per hour

Start Date: June 26, 2020

Lifeguards ensure the pool is safe for summer program participants during camp hours. All members of our team also teach swimming lessons during summer camp and evening lessons. Responsibilities include: participate in training sessions, lead inclusive and engaging swimming lessons and the ongoing safety of pool patrons.

Spring (April 7 - June 29, 2020)

Part Time

Hours: 10-25 hours/week

Days: Monday - Friday 6:00am - 10:00pm
Saturday/Sunday 8:00am - 8:00pm

Note: All staff are required to be available to work 1 of Saturday/Sunday morning and Monday/Wednesday/Friday evening.

Summer (June 26 - August 28, 2020)

Full Time

Hours: 32-40 hours/week

Days: Monday - Friday 6:00am - 10:00pm
Saturday/Sunday 8:00am - 8:00pm

Part Time Swim Leader

Hours: Variable

Days: Monday - Friday 4:30pm - 6:00pm

Sessions: Session 1 July 2 - 12
Session 2 July 15 - 26
Session 3 July 29 - August 9
Session 4 August 12 - 23



Classroom Leader

Length of Employment: 12-13 Weeks

Wage: \$12.90-13.40 per hour

Start Date: June 3, 2020

Prior to programs beginning, Classroom Leaders are expected to create hands-on lesson plans that engage participants in their selected subject and leadership development. During programs, Classroom Leaders lead Group Leaders and participants through lessons and assess leadership learning outcomes. Responsibilities include: participate in training sessions, purchase and prepare equipment and supplies, set up inclusive classroom and learning spaces and the ongoing behavior modification of participants.

Subjects: Science, Architecture, Fine Arts, Computer Science, Business, Robotics, Video Games, Website Design, Film Making, Animals/Dinosaurs, Leadership, Arts & Crafts, Stop Motion Animation, Superheroes, Musical Theatre, Cooking, Coding.

Coach (Head and Assistant)

Wage: \$12.90-13.90 per hour

Length of Employment: 12-13 Weeks

Start Date: Variable

Prior to programs beginning, Head Coaches are expected to create practice plans that engage participants in their selected sport, challenge and progress the skills of young athletes. Coaches also create opportunities for athletes to develop leadership skills. During programs, Coaches lead Assistant Coaches and participants through practice plans and assess leadership learning outcomes. These positions require a leader with extensive playing or coaching experience. Responsibilities include: participate in training sessions, purchase and prepare equipment and supplies, set up inclusive learning spaces and the ongoing behavior modification of participants.

Subjects: Hockey, Basketball, Volleyball, Soccer, Wall Climbing, Cheerleading, Gymnastics, Dodgeball, Sport Sampler, Glow in the Dark.

Group Leader

Wage: \$12.40-12.90 per hour

Length of Employment: 9-10 Weeks

Start Date: June 26, 2020

Group Leaders lead groups of up to 17 participants through their daily activities. They assist in leading classroom and recreational settings, create and lead activities, assess and record participant learning outcomes, take regular attendance and participate in all activities. They create an inclusive and engaging environment that provide participants the opportunity to be leaders. Responsibilities include: participate in training sessions, lead inclusive and engaging activities and the ongoing behavior modification of participants.

Age Groups: Minis (ages 4-7), Juniors (ages 8-11), Seniors (ages 12-up)

Recreation Leader

Wage: \$12.40-12.90 per hour

Length of Employment: 9-10 Weeks

Start Date: June 26, 2020

Recreation Leaders lead various sports, recreational activities and games for participants. They create an inclusive and engaging environment that provide participants the opportunity to be leaders. Responsibilities include: participate in training sessions, lead inclusive and engaging activities and the ongoing behavior modification of participants.

Age Groups: Minis (ages 4-7), Juniors (ages 8-11), Seniors (ages 12-up)

Support Leader

Wage: \$14.25 per hour

Length of Employment: 9-10 Weeks

Start Date: June 26, 2020

Support Leaders provide 1-on-1 attention and support to participants who require assistance throughout their program experience. They support participants in becoming integrated into their group and activities. These positions require a leader who has experience working with individuals with special needs and varying abilities. Responsibilities include: participate in training sessions, collaborate with Leaders on the creation of inclusive and engaging activities and the ongoing behavior modification of participants.

Leader in Training

Length of Employment: 9-10 Weeks

Wage: \$11.65 per hour

Start Date: June 26, 2020

Our team of Leaders in Training commit to partial employment and volunteering each day. Leaders are employed to support the arrival and departure process of each day (3.5 hours per day) and volunteer during program activities (5.5 hours per day). Responsibilities include: participate in training sessions, support customer parking, check in and check out, early and late participant supervision, assist leaders with activities and the ongoing behavior modification of participants.

First Aid Leader

Length of Employment: 10 Weeks

Wage: \$14.30 per hour

Start Date: June 26, 2020

Our First Aid Leader supports participants who have experienced an injury or are feeling ill. They care for participants by assessing and treating injuries, empathizing with participants and communicate with families. Responsibilities include: participate in training sessions, lead the first aid room, ensure first aid supplies are readily available, analyze trending injuries within program activities and collaborate with leadership team members to avoid injury.

Substitute Leader (Week, Day, On Call)

Length of Employment: Variable

Wage: \$12.40 per hour

Start Date: July 3, 2020

Substitute Leaders are offered various employment opportunities ranging from: 40 hours/week for 1-8 weeks, 3-8 hours/day for selected dates, or are called in on the day unexpectedly. Responsibilities include: participate in training sessions, lead inclusive and engaging activities and the ongoing behavior modification of participants.

**APPLICATION DETAILS AND
HIRING PROCESS**

Leader candidates are considered and assessed in two rounds identified below. We appreciate the interest of all applicants, however only those under consideration will be contacted and invited to participate in the second round of assessment.



If selected, applicants will receive an invite to round 2 via email no later than February 19, 2020.

Round 1 - Expression of Interest

1. Complete the application form.
2. Complete the Leader Reflection Form*.
***Returning applicants only** (individuals who have been previously employed by Mini U Programs and attended either Leader Week or Aquatics Week).
3. Submit the above to the Mini U Programs office on or before Friday, January 31 at 4:00pm. No resumes.

Round 2 - Group Interview

Selected individuals will be scheduled for a group interview which will include other candidates as well as Program Supervisors, Coordinators and the Director of Mini U Programs.

1. Leadership Skill Activity - Facilitated by the Coordinators and the Director, applicants will experience 4 stations of leadership skill assessment. Activities may include question/answer & problem-solving scenarios.
2. Activity Creation - In small groups, applicants will be provided select Mini U recreation equipment and asked to create activities and games. Applicants may be provided specific age groups and/or leadership skills to incorporate into their activities. Activities should be designed to encourage group participation and collaboration.
3. Water Test *Lifeguard/Swim Leader Applicants Only - Facilitated by Aquatic Supervisors, applicants will demonstrate selected swim skills at the Joyce Fromson Pool.

Interview dates are scheduled for:

February 24, 2020	Returning Applicants
February 25-28, 2020	New Applicants
March 2-3, 2020	Out of Town Applicants

ACCOMODATIONS

Applicants who would benefit from support or an alteration to the application and hiring process are invited to request an accommodation. Interested individuals are asked to connect with Luc Chapman, Program Coordinator via email at luc.chapman@umanitoba.ca to discuss their request.



DEADLINE

Program Leader applications are due Friday, January 31, 2020



2020 LEADER APPLICATION FORM

NEW - APPLICATIONS MUST BE COMPLETED ONLINE VIA OUR FILLABLE .PDF FORM. FORM REQUIRES A DESKTOP/LAPTOP WEB BROWSER.

PERSONAL INFORMATION

Name: _____

Phone #: _____ Email: _____

U Sports/University/College Athlete Yes No If yes, which sport: _____

Are you legally entitled to work in Canada? Canadian Citizen with SIN Valid Work/Study Permit (through September 4, 2020)

EDUCATIONAL INFORMATION

University/College/High School enrolled in: _____

Faculty (currently enrolled in): _____

Education Student: What was your 1st degree? _____

U1 Students: What is your career goal? _____

EMPLOYMENT INFORMATION

Will you be employed with any other department (i.e. food services, facilities, etc.) on campus during the summer? Yes No If yes, how many hours per week? _____

If hired, I acknowledge that I will be required to purchase (at my own expense), complete and submit the following before employment begins:

- Criminal Record Check
- Child Abuse Registry Check
- Emergency First Aid Certification & CPR Level C
- Standard First Aid Certification (aquatics applicants only)
- ICS Certification (aquatics applicants only)

- Yes, I will purchase and submit the above if hired.
- No, I am not willing to purchase and submit the above if hired.

OFFICE USE ONLY

Interview Date: _____ Offered Position: Y N Position: Classroom Coach GL RL Support Lifeguard Swim Leader

Accepted Position: Y N Reason for rejection? _____

EXPERIENCE AND RELEVANT SKILLS

We want to learn about your education, employment, skills (coaching certifications, athletic, special interests) and volunteer experience.

Experience:	
Type of Experience: <input type="checkbox"/> Employment <input type="checkbox"/> Volunteer <input type="checkbox"/> Skill <input type="checkbox"/> Education <input type="checkbox"/> Other	Time Frame:
How has this experience prepared you for your desired role with Mini U Programs?	

Experience:	
Type of Experience: <input type="checkbox"/> Employment <input type="checkbox"/> Volunteer <input type="checkbox"/> Skill <input type="checkbox"/> Education <input type="checkbox"/> Other	Time Frame:
How has this experience prepared you for your desired role with Mini U Programs?	

Experience:	
Type of Experience: <input type="checkbox"/> Employment <input type="checkbox"/> Volunteer <input type="checkbox"/> Skill <input type="checkbox"/> Education <input type="checkbox"/> Other	Time Frame:
How has this experience prepared you for your desired role with Mini U Programs?	

Experience:	
Type of Experience: <input type="checkbox"/> Employment <input type="checkbox"/> Volunteer <input type="checkbox"/> Skill <input type="checkbox"/> Education <input type="checkbox"/> Other	Time Frame:
How has this experience prepared you for your desired role with Mini U Programs?	

Experience:	
Type of Experience: <input type="checkbox"/> Employment <input type="checkbox"/> Volunteer <input type="checkbox"/> Skill <input type="checkbox"/> Education <input type="checkbox"/> Other	Time Frame:
How has this experience prepared you for your desired role with Mini U Programs?	

INTERVIEW DATES

Returning Applicants (individuals who have been previously employed by Mini U Programs and attended either Leader Week or Aquatics Week)

Please select all that you are available for. Applicants will only be required to attend one of the sessions below:

- Monday, February 24th from 1:00-3:30pm
 - Monday, February 24th from 5:00-7:30pm
 - I am NOT available for either of these sessions. Please explain:
-

New Candidates

Classroom/Coach/Group/Rec/Support/First Aid Leader Applicants:

Please select all that you are available for. Applicants will only be required to attend one of the sessions below:

- Tuesday, February 25th from 9:00-11:30am
 - Wednesday, February 26th from 9:00-11:30am
 - Thursday, February 27th from 2:30-5:00pm
 - Friday, February 28th from 1:30-4:00pm
 - Friday, February 28th from 5:30-8:00pm
 - I am NOT available for any of these sessions. Please explain:
-

Lifeguard & Swim Leader Applicants:

Please select all that you are available for. Applicants will only be required to attend one of the sessions below:

- Thursday, February 27th from 2:30-5:00pm
 - Friday, February 28th from 1:30-4:00pm
 - I am NOT available for either of these sessions. Please explain:
-

COLLECTION OF PERSONAL INFORMATION – “FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT”

This personal information is being collected under the authority of “The University of Manitoba Act”. It will be used to assess the applicant’s eligibility and suitability for employment with the university, and for communication with the applicant. This personal information is protected by the protection of privacy provisions of “The Freedom of Information and Protection of Privacy Act” (FIPPA). If you have any questions about the collection of this information in accordance with FIPPA, contact the Access and Privacy Office (ph: (204)474-9462), University of Manitoba Office of Fair Practices and Legal Affairs, 233 Elizabeth Dafoe Library, Winnipeg, Manitoba, R3T 2N2.

DECLARATION

I certify that I have carefully read the foregoing application and I declare that the statements made by me therein are correct. Pursuant to the provisions of the “Personal Investigations Act” (p.33, Statutes of Manitoba), I hereby authorize the University of Manitoba or its delegate to conduct a personal investigation.

Signature of Applicant: _____ Date: _____

Return to the Mini U Office, 146 Frank Kennedy Centre no later than: 4:00pm Friday, January 31, 2020.

No envelopes or folders please



2020 RETURNING LEADER REFLECTION FORM

Name: _____

What new skills or experiences have you gained since your last application that would benefit your performance with our programs?
Provide an example of a time when your contribution to one of the Mini U vibes has positively impacted the programs or people on our team. Vibes: Row your boat, gently down the stream, merrily merrily merrily, be a ninja, create the magic, learn, power of why, empathetic leadership, be a duck, shift, find the flow.
Identify which of the following performance goals you found most challenging to achieve in your previous position. What would you do differently this summer to achieve this goal? Performance goals: inclusivity, active living, ILO/skill implementation, fair play, pedagogy, mentorship, engagement & connection, progression of performance, customer service, lifeguard service.
Provide an example of a time where you helped a child achieve a new skill.

Note: Applicants who are interested in receiving a definition sheet of Mini U vibes and performance goals can request one by sending an email to luc.chapman@umanitoba.ca.