



**Job Description**  
**Program Supervisors:**  
**All Positions**

All job functions of Program Supervisors will be carried out under the direction of our Assistant Program Coordinator(s), Program Coordinators, and Associate Director. Supervisors will be expected to provide daily feedback to their respective Program Coordinator regarding all job functions and program development.

**PROGRAM SUMMARY**

**MISSION - 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.

**MISSION – JUNIOR BIONS:**

To be the instructional and high-performance organization of choice for players and coaches who seek and promote personal and team development skills, while raising the level of awareness and competitive play in junior high, high school, club and league environments.

## **PROGRAM SUPERVISOR GENERAL RESPONSIBILITIES AND DUTIES - ALL POSITIONS**

### **Coordination & Supervision of Programs**

- Develop and assist Leaders in the development of program content and activities ensuring internal alignment with the mission and vision of Mini U Programs & Junior Bisons (where applicable).
- Develop and assist Leaders in the development of; age and activity appropriate, program curricula, lesson/ practice plans and specific learning outcomes.
- Oversee the assessment, tracking and reporting of specific learning outcomes.
- Closely monitor program content, providing detailed written and verbal evaluations to Leaders creating.
- Plan, organize, review, edit and implement program schedules ensuring age appropriateness and subject/rec activity ratios accurately reflect what is advertised.
- Attend, observe and evaluate programs weekly to ensure high quality instruction and activities are being achieved. Provide feedback and recommendations to Leaders and the Program Coordinator on an ongoing basis.
- With the Program Coordinator, coordinate the purchasing of camp supplies/materials, within designated budgets, needed for program lessons. Ensure all supplies are received and prepared prior to the start of program delivery.

### **Leadership & Management**

- Attend various professional development and camp administration workshops during the months of May & June.
- In collaboration with other administrative staff, overseeing the implementation of various policies, procedures and processes.
- Communicate with Leaders regarding important employment dates and the submission of required pre-camp certifications and documentation.
- Provide ongoing leadership to and directly supervise the performance of 10-45 Leaders/ Lifeguards. This includes weekly performance observation, creating written diaries on the strengths and areas of improvement and providing written as well as verbal evaluations and constructive feedback.
- Assist in the planning, coordinating and execution of Leader Week. This includes attending, participating in and facilitating workshops that include presentations, group discussions and activities.
- Provide recommendations to the Program Coordinator regarding future Leader employment, outlining individuals as potential Supervisor candidates, rehires or do not hire.

**Administration**

- Actively contribute to the overall preparations of summer programming as assigned by the Associate Director and/or Program Coordinators.
- In collaboration with Administrative staff, edit and assist in the development of policy making.
- Communicate with University of Manitoba staff and departments regarding purchasing, finance, payroll, customer service, facilities, marketing and active living programs.
- Oversee the purchasing of camp supplies/materials within University of Manitoba policies ensuring expenses do not exceed budget allowances provided by the Program Coordinator and Associate Director.
- Submit a final program report of recommendations that evaluates programs, policies, procedures and camp functions. Include a detailed timeline to enable long-term ongoing job efficiency in the program.
- Ensure all office, activity and classroom spaces as well as camp supplies, materials and equipment are clean and left in their original state at the end of the summer. Collect room keys from Leaders where applicable.
- Ensure program information, computer files, camp supplies and all other Mini U Programs materials found in the Supervisors office are stored in appropriate storage areas and/or returned to the Program Coordinator.
- Actively contribute to other administrative needs (eg. scheduling, payroll etc.) of the Mini U Programs as opportunities present and/or as assigned.

**Customer Service**

- Respond to customer inquiries (in-person, email and phone) regarding program content, staff, policies, schedules, activities and their overall satisfaction.
- Communicate with parents/guardians regarding: the medical and/or special needs of registered participants, their child's behavior and children who are upset and/or ill.
- Contribute to the delivery of exceptional customer experiences by successfully caring for all children attending Mini U Programs and providing positive experiences for children, youth and their families while at the University of Manitoba.
- Communicate with children and youth regarding their experiences and behavior at camp. This includes helping young people find interests, enjoyable activities as well as facilitating learning opportunities and ways to change undesirable behavior.
- In collaboration with others on the leadership team, oversee the supervision, safety and health of all children and youth attending the Mini U Programs. This includes: coordinating the proper signing in/out of children, tracking the attendance of all participants, facilitating safe activities, utilizing emergency first aid and CPR skills and working with first aid staff.
- Collaborate with the Customer Service Supervisors and Representatives while providing service and assisting customers through inquiries and concerns.

**General**

- All employees of Mini U and Junior Bisons must be comfortable working independently, in a busy, boisterous, and sometimes stressful environment.

UNIQUE RESPONSIBILITIES PER POSITION ARE LISTED BELOW

## **AQUATICS & RISK MANAGEMENT SUPERVISOR(S) SPECIFIC RESPONSIBILITIES AND DUTIES**

- Leadership of head guards, swim leaders, lifeguards, parking leaders, first aid leader.

### **Coordination & Supervision of Aquatics Programs**

- Supervision of aquatics programs including discussing program, progression, and leader concerns and comments with families on an ongoing basis.
- Providing first day support and performing lesson group switches to ensure participant groups are created successfully.
- Ensure all staff have completed adequate lesson plans and are following an appropriate progression from one lesson to the next.
- Supervise lessons weekly.

### **Leader Week**

- Lead, plan execute all aquatics specific training sessions and training regarding parking and safety.

### **Administration**

- Ensure all staff awards are up to date and copies are filed and kept on hand.
- Ensure all first aid, rescue and program equipment is in working order and fully stocked.
- Assist with administrative tasks including but not limited to; making class lists, maintaining group lists and skill tracking, answering emails and phone calls, submitting payroll, scheduling dry duties for leaders, and guard rotations and bulkhead checks for lifeguards.
- Act as a lifeguard as needed/ scheduled.
- Ensure camp leaders are doing 'dry duties' as assigned and provide feedback to other Mini U Programs Supervisors as necessary.
- Facilitate training workshops for Mini-U staff of pool procedures during leader week.

### **Risk Management**

- Ensure all child personal Information forms are completed before children attend camp. Follow up with families where needed to ensure 100% completion before each week begins.
- Review health reports of all participants attending. Plan and communicate with customers as necessary regarding the health and medical needs of participants registered prior to the start of their selected program.
- Complete facility evaluations, prior to session start dates, of all classroom and physical activity spaces used by the Mini U Programs. Facility evaluations should include: accessibility routes, safety, hazards, potential risks as well as reviewing and creating emergency exit routes identifying safe meeting places.
- Collaborate with the Inclusion Supervisor regarding the health information and care of children and youth with diverse needs registered for summer programs.
- Review and evaluate the completion of all accident report forms. This includes producing a weekly report (July & August) summarizing the types of accidents occurring, activities being used during the accident, area of the body injured, etc. for the Director and Aquatic Program Coordinator.
- Lead all parking processes. Including parking lot set up (signs, barricades etc), training and scheduling of parking staff.

**First Aid**

- Order and set up all necessary first aid equipment.
- Oversee the ongoing effectiveness and personal care provided to children and youth visiting the First Aid room.
- Forward original copies of completed accident report forms to the Deans Office – Faculty of Kinesiology and Recreation Management where necessary.
- In the event of an accident involving staff of the Mini U Programs, complete an employee Injury form with appropriate signatures and submit to the U of M Health and Safety office no later than 24 hours after the incident.
- Oversee the annual set up of the summer first aid room, ensuring necessary report forms, supplies, materials, medications, sunscreens, etc. are stocked and an ongoing inventory is managed.

**Other**

- Other duties as assigned by the Director or Program Coordinators.

**COACH SUPERVISOR(S) ADDITIONAL RESPONSIBILITIES AND DUTIES**

- Leadership of sport coaches.

**Coordination & Supervision of Sport Specific Programming**

- Supervision and leadership to all sport development (Mini & Junior Bisons) and recreational sport programs (I.e. Dodgeball) and activities including discussing coaching plans, Intended learning outcomes, participant engagement and parent/ child concerns.
- Leadership of all coach practice plan creation and curriculum alignment. Consultation with Bisons Sports head coaches where applicable.
- Supervision of all sport program - based experiences and activities including discussing practice plans, skill-based progressions, intended learning outcomes, participant engagement and parent/ child concerns.

**Leader Week**

- Leadership of coaches during pre-leader week & leader week coach specific workshops.

**Administration**

- Ensuring all programs have access to all necessary sporting equipment (ie: volleyballs & basketballs, hockey pucks, cheerleading mats etc).
- Developing a recording / tracking system for all sport specific equipment.

**Sport Specialty Programs (I.e. AFR)**

- Collaborate with Sport Manitoba regarding lesson planning, equipment, facilities and hiring staff for programs where appropriate.
- Plan training sessions for external staff hired for one-week programs. Supervise the ongoing performance of these staff.
- Collaborate with external companies to ensure safety and program delivery during off campus recreation programming.

**Other**

- Other duties as assigned by the Director or Program Coordinators.

## **CLASSROOM SUPERVISOR ADDITIONAL RESPONSIBILITIES AND DUTIES**

- Leadership of Classroom leaders.

### **Coordination & Supervision of Special Interest Programs**

- Leadership of all classroom lesson plan creation and curriculum alignment.
- Supervision of all classroom - based experiences and activities including discussing lesson plans, Intended learning outcomes, participant engagement and parent/ child concerns.
- Working in collaboration with program partners regarding lesson planning, equipment, facilities and hiring staff for programs for programs as assigned.

### **Leader Week**

- Leadership of coach/classroom pre-leader week orientation and all classroom / assistant classroom specific workshops during leader week.

### **Administration**

- Ensure budget alignment for all classroom supply purchasing.
- Support classroom leaders' creation of lesson plans through edits and activity suggestions.

### **Other**

- Other duties as assigned by the Director or Program Coordinators.

**SPECIAL INTEREST EXPERIENCE SUPERVISOR ADDITIONAL RESPONSIBILITIES AND DUTIES**

- Provide leadership to all assistant classroom / group leaders

**Leader Week**

- Leadership of coach/classroom pre-leader week orientation and all classroom / assistant classroom specific workshops during leader week.
- Leadership of Leader Quest, including planning & delivery.

**Administration:****I. Supplies**

- Oversee all Grand & Toy orders needed by the Leadership team and/or Classroom Leaders as outlined by the Program Coordinator and UM policies and procedures.
- Coordinate purchasing of all supplies needed for execution of classroom-based lesson plans.

**li. Winnipeg School Division Subsidy**

- Assist with the planning, preparation and administration of the Winnipeg School Division program:
- Create a list of participants and programs they are registered for prior to their arrival. Circulate this list to administration staff.
- Record and report the attendance of subsidy program participants' to the Program Coordinator.

**lii. Substitutes & Volunteers**

- Assist designated Program Coordinator in preparing and organizing summer substitute/volunteer plan.
- Obtain daily/weekly availability and contact information of staff and communicate to leadership team.
- Plan, coordinate and lead training for all staff. Substitute staff must complete the training prior to working with children.
- Evaluate and manage substitute performance weekly. This includes obtaining performance feedback from Leaders working with subs.

**Other:**

- Coordinate access to classroom space and circulation of keys to all classroom leaders where applicable.
- Coordinate equipment and supply moving to and from storage and classroom spaces.
- Other duties as assigned by the Director or Program Coordinators.



**SPORT EXPERIENCE SUPERVISOR(S) ADDITIONAL RESPONSIBILITIES AND DUTIES**

- Leadership of assistant coaches, sport program group leaders and bus leaders.

**Leader Week**

- Together with AD and Recreational Supervisors, provide leadership to of all components of the Leadership Games.
- Leadership of Assistant coach/ GL position specific workshops.

**Administration**

- Lunch processes as below.

**Space & Equipment**

- Leadership of arrival and departure process and communication of same.
- Leadership of all field house/ directional signage set up (Including customer service space) before camp begins. Coordinate with Recreational Supervisors to ensure a plan for movement of equipment.
- Ensure arrival and departure space is transitioned each week for changes in programming (to be done Friday mornings).
- Lost and found management, clean up and donation prep.

**Lunch Operations**

- Assign a lunchroom to all program participants. Ensure lunchroom movie process is created and disseminated to appropriate leaders.
- Create experience for 12+ participants to have more independent lunch break.
- Communicate lunchroom assignments to all program staff, assign Program Supervisors lunchroom supervision duties and ensure their understanding of their role.
- Coordinate the daily cleaning of lunchrooms with Leader staff.

**Busing**

- Oversee, administer, and facilitate busing service to participants registered.
- Ensure all bus locations are assigned a leader.
- Organize and facilitate the training session for bus leaders.
- Prepare and circulate administrative materials required: class lists of children traveling on each bus, programs children are registered for, authorized pick up information, attendance trackers, etc.
- Oversee the execution of busing procedures and communication between Mini U staff (Bus leaders, Bus runners, Group Leaders, Supervisors).
- Record and report the daily attendance for all children using the bus service through Group Lists. Communicate information with respective Supervisors.
- Ensure authorized individuals have picked up all children using the bus service safely.

## **RECREATION SUPERVISOR(S) RESPONSIBILITIES AND DUTIES**

- Leadership of equipment garage leader and recreation leaders.

### **Leader Week**

- With the Associate Director, provide leadership to all components of the Leadership Games (together with sport experience supervisor(s)).
- Leadership of Recreation leader specific workshops and activity sessions.
- Provide training to all leaders on the use of Camp Time.
- Provide leadership to recreation leader and activity sessions during leader week training.

### **Administration**

- Ensure all program schedules are created in Camp Time. Make changes daily based on space / equipment changes.
- Ensure all staff have access to Camp Time.

### **Space & Equipment**

- Create new, age-appropriate recreational games to enhance each age group experience.
- Support the planning and scheduling of all activity space. Ensure compliance with any capacity space management.
- Monitor safety of outdoor activities and perform in the moment schedule changes when weather/ air quality requires reduction in participation in outdoor activities.
- Management of the equipment garage, ordering and maintenance of equipment and updating / tracking equipment. Ensure proper storage and inventory of all sport equipment at the end of summer programming.
- Coordinate and manage the bathing suit and towel supply in equipment garage and cleaning of same.
- Review, revise and distribute the Recreation Manual.
- Schedule leaders for camp set up and take down each day.
- During 'field house set up' determine process for moving equipment (including bouncers, splunker, all soccer complex equipment etc.) to 'locked in' destinations. Coordinate timing with Sport Experience Supervisors.
- Coordinate with Physical Plant for campus set up (fencing, garbage set up, power, parking barricade etc)
- Coordinate with Classroom Supervisor(s) to lead camp clean up and storage organization.

### **Banquet/ Olympics**

- Lead planning and execution of Mini U Olympics.

### **Other**

- Other duties as assigned by the Director or Program Coordinators.

## **INCLUSION SUPERVISOR RESPONSIBILITIES AND DUTIES**

- Leadership of Inclusion leaders.

### **Leader Week**

- Provide all position specific training to Inclusion support leaders.
- Together with a program coordinator provide leadership of mock morning, including planning & delivery.

### **Administration**

- Monitor all application forms for identification of children with diverse needs; acting as a liaison between the families and various related agencies (i.e. S.M.D., C.S.S., CFS)
- Contact parents / legal guardians of all children with diverse needs, for special considerations necessary for maximal program involvement (support leaders, etc.)
- Provide ongoing staff training as well as continuous provision of on - site staff support.
- Modify/create lesson and programming plans and specific learning outcomes to Increase the inclusivity of the lesson plan.
- Assist staff with adapting lesson plans and activities to meet the needs of all children.
- Act as a liaison for children with diverse needs to other supervisors and leaders.

### **Other**

- Other duties as assigned by the Director or Program Coordinators.

## **OPERATIONS SUPERVISOR**

- Leadership of Office Leader and Gently Down the Stream Leaders

### **Leader Week**

- General organization of leader week including space organization and bookings (Including AV bookings) movement and set up of equipment etc.
- Coordination of LW schedule and system for distribution to all staff.
- Leadership of all staff privacy training, set up and training regarding use of group lists and busing operations.

### **Administration**

- Support the coordinators in collection, tracking and storage of staff paperwork. Once coordinators have submitted staff appointment forms, operations supervisor will track the activation of staffing appointments and UMNNetID's for use in group lists.
- Management of all group list functions (staff permissions and access, syncing of all programs, weekly group creation, group management requests, self-sign out requests etc). Management of user device agreements.
- Weekly department payroll submission and necessary changes.
- Creation & maintenance of system for employee feedback (survey monkey).
- Coordinate edits to, printing, and distribution of, staff resources (manuals).
- Manage all general customer inquiries.
- Produce and send weekly staff emails.

### **Banquet/ Olympics**

- Together with the Associate Director, lead the planning and execution of the Banquet / Olympics including ordering food, space and AV booking, social media/ photo coordination, award creation etc.

### **Tee Shirts**

- Staff / participant uniform distribution (Including system for staff to purchase additional clothing).
- Administer the distribution of t-shirts to all participants. Ensuring each child receives only one shirt. Organize and report t-shirt inventory throughout summer.

## **COMMUNICATIONS SUPERVISOR**

- The comms supervisor is the window to the Mini U and Junior Bison experience.

### **Strategy Development**

- Create strategy, to engage audiences on social media, such that we can help parents answer the question "what did you do at camp today?"
- Determine ideal audiences for each social media platform.
- Recommendations for website organization to support customer journey and inquiries (Mini U & Junior Bison sites).

### **Administration**

- Formulate strategy and schedule for media days. Collaborate with central University and Faculty Marketing and Communications Teams for scheduling additional support and expertise.
- Actively capturing camp magic via photo and video.
- Organization of camp media assets.
- Management of customer experience emails (including 'before your first day' and post camp survey messaging, and post camp targeted marketing for fall session).
- Creation of target promotions and plan for engagement.
- Produce and send weekly staff emails.

### **Social Media**

- Identify noteworthy events and highlights from annual planning documents, for creation and execution of social media posting calendar for all Mini U & Junior Bison platforms for the calendar year.
- Manage all general customer inquiries through social platforms and engagement.
- Daily social media posts in alignment with department social media strategies.
- Evaluate key performance indicators on each platform.

### **Digital Media**

- Creation of videos for; recruitment, staff engagement/events, program highlights etc.