



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.

MISSION – JUNIOR BISONS:

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.

Qualifications:

- Emergency First Aid (& CPR C)
- Emergency First Responder (First Aid leader only)
- Student at a secondary or post-secondary institution preferred

General Responsibilities and Duties:

- Arrive on time, in uniform every shift.
- Help contribute to a positive, motivated, energetic, and enthusiastic work environment.
- Be a self-motivated and dependable team player.
- Ask for assistance when needed.

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 leadership team (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 and facilitate the delivery of specific learning outcomes determined by the leadership team.
- 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 aid 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 (swimming days, schedule specifics 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 as outlined by the leadership team.
- Ensure all personal information (mailing address, phone numbers, health, special needs, etc) are always kept confidential and immediately shredded after use.
- Ensure safe pick-up policies are always followed (photo identification, authorized pickups, consent).
- Ensure Mini U Program uniforms are always worn and visible during scheduled hours of work.
- Represent the University of Manitoba and the Mini U Programs with a high level of professionalism.

Administration

- Evaluate training sessions, programs, policies, procedures, and the performance of peers on a weekly basis.
- Record and report specific learning outcome data as assigned.
- Immediately report any concerns related to the health, safety and well-being of program participants to appropriate authorities. This may include the Associate 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.
- Attend weekly team meetings (when scheduled).
- 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

- Other duties as assigned by the associate director, program coordinator or program supervisor.
- All employees of Mini U and Junior Bisons must be comfortable working independently, in a busy, boisterous, and sometimes stressful environment.

POSITION SPECIFIC RESPONSIBILITIES AND DUTIES

Assistant Classroom Leaders/ Assistant Coaches / Group Leaders

- Manage and lead children through daily schedule and activities.
- Facilitate positive group and individual child behavior.
- Record child comprehension of program specific learning outcomes and submit to Program Supervisors weekly.
- Facilitate leadership learning opportunities and activities.
- Ensure accurate attendance records of children assigned to your supervision throughout the day using group list application.

Recreation Leaders

- Lead recreational activities as per the program schedules.
- Create leadership opportunities through recreational games. This includes collaborating with Group Leaders/ Assistant Coaches/ Assistant Classroom leaders on engaging children to take leadership opportunities during activities.
- Teach human movement and sport specific skills through games and activities.
- Create positive physical activity experiences that promote inclusive team and fair play.
- Accurately execute location / equipment changes using camp time application.
- Expose children to a variety of sports, recreational activities and promote active living.
- Retrieve and return assigned activity packages in a timely manner. This includes reporting any damaged or missing equipment to the Equipment Manager.

Sport Coaches

- Collaborate with Varsity Coaches (when applicable) and Program Supervisors/ Coordinators to design practice plans that meet outlined curriculum goals provided by administration staff.
- Build leadership opportunities (teamwork, communication, problem solving, building relationships and reflection) through sport practice plans and activities.
- Submit practice plans to Program Supervisors/ Varsity Coaches as assigned. Review and revise as required.
- Lead daily practices ensuring the execution of curriculums and specific learning outcomes.
- Provide direction to Group Leaders and Support staff (when applicable) during practice ensuring full engagement of all staff and children in attendance.
- Challenge individual athletes with a focus on skill development.
- Assist the Group Leaders with the recording of child comprehension of program specific learning outcomes.

Classroom Leaders

- Collaborate with Program Supervisors to design lesson plans that meet outlined curriculum goals provided by administration staff.
- Collaborate with Faculty and/or University partners during the lesson planning process as needed or directed.
- Build leadership opportunities (teamwork, communication, problem solving, building relationships and reflection) through subject lesson plans and activities.
- Submit lesson plans to Program Supervisors as assigned. Review and revise as required.
- Lead daily lessons ensuring the execution of curriculums and specific learning outcomes.
- Provide direction to Group Leaders and Support staff (when applicable) during lessons ensuring full engagement of all staff and children in attendance.
- Prepare classroom-learning environment for scheduled activities including computer software, materials and supplies as needed.
- Purchase materials and supplies following the purchasing guidelines and petty cash policy and procedure as outlined by administrative staff.
- Manage program allowance budget as outlined by administrative staff. This includes planning in accordance with registration levels.
- Assist the Group Leaders/ Assistant Classroom Leaders with the recording of child comprehension of program specific learning outcomes.

Inclusion Leaders

- Supervise children with diverse needs as assigned by the Program Supervisor. This includes managing medication schedules, aiding with feeding, washrooms and hygiene when needed.
- Provide ongoing one-on-one support to children during program lessons, practices, and activities.
- Obtain detailed knowledge regarding the diverse needs of each child assigned to your care. This includes reviewing 'Who Am I' forms provided by caregivers as well as discussing needs, best practices, and daily experiences with guardians.
- Facilitate positive social interactions between assigned children and others at Mini U Programs.
- Collaborate with all Mini U Program staff to create inclusive environments throughout daily activities.

First Aid Leader

- Lead set up of all medical supplies and first aid space.
- Provide assessments and care of children who report to first aid room with injury or illness. Correspond with children's families about same.
- Execute accurate documentation of all injuries / illnesses. Create tracking system to identify any injury trends that might require intervention.
- Respond and act as first aider (valid first responder certification required) to major medical emergencies as required.

Equipment Garage Leader

- Lead the organization and hourly distribution of all physical activity equipment.
- Inspect all equipment and ensure timely repairs/ replacement where needed.
- Unlock and inspect all physical activity spaces prior to use each day, secure and tidy at the end of each camp day.
- Provide lunchroom supervision.

Gently Down the Stream Leader

- Each morning, Gently Down the Stream leaders will be assigned a new and exciting role at camp based on the needs of the day. While most of the time, Gentle Down the Stream leaders will fulfil the duties of a Recreational Leader they may also be asked to lead sport or classroom activities, provide 1-on-1 attention and support to participants who require assistance throughout their program experience, act in a group leader capacity.
- Gently down the stream leaders may act in a camp supportive role if child supervision ratios are otherwise met. These duties may include: asset management (storage space organization and inventory), pre-experience customer service phone calls, changing room support, social media support etc.

Create the Magic Leader

- Our Create the Magic Leader supports all facets of business operations.
- They act as the first point of contact for customers visiting the Mini U and Junior Bisons office, handle phone calls and responds to incoming emails, ensures the safety and supervision of participants present in the office at all times.
- Responsibilities include: participate in training sessions, conducting follow up phone calls regarding personal information and general inquiries, supports the leadership team in the integration of daily operations.