All job functions of the Program Supervisor will be carried out under the direction of the Leadership and Community Program Coordinator. The Supervisor will be expected to provide daily feedback to the Program Coordinator regarding all job functions and program development.

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 SUPERVISOR GENERAL RESPONSIBILITIES AND DUTIES
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.
- Develop and assist Leaders in the development of, age and activity appropriate, program curricula, lesson 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 and executing lesson plans.
- 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 training sessions 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 10-30 Leaders. 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 Orientation. This includes attending, participating in and facilitating orientation sessions 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 Director and/or Program Coordinators.
- In collaboration with Administrative staff, edit and assist in the development of policy making via annual Leader manual review meetings.
- 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 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, facilitating school groups, 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 Administrative staff, 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.

UNIQUE RESPONSIBILITIES PER POSITION ARE LISTED BELOW:

MINI PROGRAMS SUPERVISOR RESPONSIBILITIES AND DUTIES

School Groups
• Work in conjunction with the Senior Supervisor on the planning and execution of all school group related tasks and responsibilities.
• Assist with the planning, preparation and administration of all school program visits in May and June.
• Create program schedules includes activities, equipment, locations and staff.
• Record employee hours for weekly payroll submission and report to Program Coordinator.
• Greet school students/teachers when they arrive and lead group through arrival process.

Indigenous Programs
• Collaborate with U of M partners during program planning (ex. Indigenous House)
• Assist with supervision of Joe Doupe program. This includes traveling to the Bannatyne campus periodically during the duration of the program.
• Complete daily absentee phone calls.
• Collaborate with Aramark to ensure food/snacks are delivered as scheduled.

Lunch Bunch
• Review registrations (weekly) to confirm accuracy of information for labels and completed any corrections when required.
• Print lunch box labels (daily) and provide to administration team in preparation for daily opening duties.
• If Coordinator is absent, be responsible for phoning in the lunch bunch order to Aramark on Thursday morning or on any day there is a change needed.
• Ensure all lunches are delivered to participants daily.

Substitutes & Volunteers
• Assist Leadership and Community Programs Coordinator in preparing and organizing summer substitute/volunteer plan.
• Obtain daily/weekly availability and contact information of staff and communicate to administrative staff.
- 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.

Marketing
- Assist the Program Coordinator with the execution of department marketing and advertising plans and tasks.
- Produce and review the photography waiver responses of all program participants (weekly). Identify children who have not accepted the photography waiver and ensure the Supervisors and Leaders assigned to their supervision are aware prior to their first day of programming.
- Lead the daily/weekly updates and posts of departmental social media outlets (Instagram, Facebook and twitter).
- Assist with the promotion and circulation of fall & winter brochures.

Other
- Conduct customer courtesy absentee phone calls for all participants as indicated by Program Supervisors.
- Other duties as assigned by the Director or Program Coordinators.

JUNIOR SPORT SUPERVISOR RESPONSIBILITIES AND DUTIES
One-Week Programs
- Collaborate with Sport Manitoba regarding lesson planning, equipment, facilities and hiring staff for programs.
- 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
- Management of the equipment garage, ordering and maintenance of equipment and updating / tracking equipment. Coordinate and manage the bathing suit and towel supply in equipment garage.
- Review, revise and distribute the Physical Education Manual. This includes infusing the leadership model into rec activities.
- Plan and lead the Cohort Wars as part of Leader Week in conjunction with Junior Special Interest Supervisors as assigned by the Program Director.
- Coordinating with the Senior Supervisor regarding busing schedules for off camps recreation.
- Other duties as assigned by the Director or Program Coordinators.

JUNIOR SPECIAL INTEREST SUPERVISOR RESPONSIBILITIES AND DUTIES
External Programs
- Working in collaboration with program partners regarding lesson planning, equipment, facilities and hiring staff for programs for programs as assigned.
- Management and training of external hires as required.
• Working in collaboration with external companies to ensure safety and program delivery during off campus programming (if necessary).

Other
• Plan and lead the Cohort Wars as part of Leader Week in conjunction with Junior Special Interest Supervisors as assigned by the Program Director.
• Ensure the Supervisors office is organized, stocked of required forms, manuals and supplies. Collaborate with other Program Supervisors to ensure a high level of preparedness.
• Coordinate and purchase all signage required for summer programs (program signs for the Fieldhouse, outdoor signage) as required by Program Director or Coordinator. Ensure all signs are changed to reflect current programming (weekly).
• In collaboration with the Risk Management Supervisor and Aquatic Coordinator, supervise the safety and organization of the Mini U drop off/pick up parking lots (daily). This includes scheduling staff as required, communicating parking policies with customers and managing parking related issues.
• Assisting the Sport Program Coordinator during the initial phases of scheduling and making modifications to camp schedules as needed.
• Coordinate the obtaining customer feedback (evaluations or surveys) for all Mini U Programs in collaboration with Program Coordinators.
• Other duties as assigned by the Director or Program Coordinators.

SENIOR PROGRAMS SUPERVISOR RESPONSIBILITIES AND DUTIES

School Groups
• Work in conjunction with the Mini Supervisor on the planning and execution of all school group related tasks and responsibilities.
• Assist with the planning, preparation and administration of all school program visits in May and June.
• Create program schedules includes activities, equipment, locations and staff.
• Record employee hours for weekly payroll submission and report to Program Coordinator.
• Greet school students/teachers when they arrive and lead group through arrival process.

Leadership Development
• Obtain and summarize feedback from parents and children on leadership model.
• In conjunction with the Program Coordinator and the Director, provide leadership on the U Leader Challenge to administration and Leader staff. This includes planning training sessions, evaluating overall execution and level of engagement with participants.
• Coordinate purchasing all equipment/materials associated with the U Leader Challenge. Ensure a weekly inventory is being conducted and report any issues/needs to the Program Coordinator.

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 administrate 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. Communicate information with respective Supervisors.
• Ensure authorized individuals have picked up all children using the bus service safely.

**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.

**Tee Shirts**
• Administer the distribution of t-shirts to all participants. Ensuring each child receives only one shirt.
• Organize and report t-shirt inventory throughout summer.

**Other**
• Print program attendance sheets and class lists including health remarks for all programs. Circulate to respective Program Supervisors weekly as assigned.
• Other duties as assigned.

**AQUATIC SUPERVISOR RESPONSIBILITIES AND DUTIES**

**Aquatics**
• Supervision of the program including discussing program, progression, and instructor concerns and comments with families on an ongoing basis. Providing first day support and performing lesson switches and program observation. Ensure all staff have completed adequate lesson plans and are following a natural progression from one lesson to the next.
• Ensure all staff awards are up to date and copies are filed and kept on hand.
• Ensure all first aid and rescue equipment is in working order and fully stocked.
• Assist with administrative task including but not limited to, making class lists, maintain ICS binder, answer emails and phone calls and submit payroll.
• Act as a lifeguard as needed/ scheduled.
• During summer months; ensure camp instructors are doing dry duties as assigned and provide feedback to other Mini U Programs Supervisors as necessary. Facilitate training sessions for Mini-U staff of pool procedures during orientation. Act as a liaison for the pool and school groups or other supervisors.

**Risk Management**
• Review health reports of all participants attending Mini U Programs. Plan and communicate with customers as necessary regarding the health and medical needs of participants registered prior to the start of their selected program.
• Obtain medical consent forms, prior to the start date of their selected program, from all customers planning to use/using medications while attending the 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 Special Needs Supervisor regarding the health information and care of children and youth with special needs registered for summer Mini U Programs.
• Review and evaluate the completion of all accident report forms received by the Mini U Programs. 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.

First Aid
• Supervise the performance of two summer First Aid staff (Athletic Therapy Students).
• 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 daily.
• In the event of an accident involving staff of the Mini U Programs, complete a ‘Green Card’ 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 RESPONSIBILITIES AND DUTIES
Sport Specific
• 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.
• Development of training sessions specific to coaching and facilitation in programs.
• Collaboration with Bison Sport regarding camps, space and equipment management.

Other
• Coordination of pre camp set up with Physical Plant (netting, fencing, power).
• Assisting the Program Coordinator during the initial phases of scheduling and making modifications to camp schedules as needed.
• Responsible for renting and returning golf carts for the duration of the summer.
• Other duties as assigned by the Director or Program Coordinators.

CLASSROOM SUPERVISOR RESPONSIBILITIES AND DUTIES
School Groups
• Collaborate with Program Coordinators and Supervisors in the planning and implementation of a school group orientation meeting.
• Assist with scheduling staff to provide instruction in the classroom and/or lead physical activities.
• Create lesson plans appropriate for a one-hour lesson as well as the ages of the group.
• Oversee the preparations and purchasing of supplies/materials for lessons selected.
• Provide constructive feedback to staff on program delivery, recommend alterations to lesson plans and communicate observations to appropriate Administrative colleagues.

Lunchroom Assignments
• Assign a lunchroom to all Mini U Programs throughout the summer.
• Communicate lunchroom assignments to all Mini U Program staff.
• Coordinate the daily cleaning of lunchrooms with Leader staff.

Purchasing
• Following the Petty Cash procedures as outlined by the Program Coordinator, collect receipts and record all purchases made by Mini U Programs. Assist with the reimbursement of funds to all Mini U staff.
• Oversee all Grand & Toy orders needed by the Administrative staff and/or Classroom Leaders as outlined by the Program Coordinator and UM policies and procedures.

Other
• Coordinate and process audio/visual requests made by all Mini U Programs.
• Other duties as assigned by the Director or Program Coordinators.

SPECIAL NEEDS SUPERVISOR RESPONSIBILITIES AND DUTIES
• Monitor all application forms for identification of children with special 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 special needs, for special considerations necessary for maximal program involvement (support workers, 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 for all special needs related programming.
• Assist in coordinating staff training seminars as assigned (ex. special needs, inclusion, behavior management).
• Assist staff with adapting lesson plans and activities to meet the needs of all children.
• Act as a liaison for children with special needs to other supervisors and leaders.

Other
• In collaboration with the Director, plan and coordinate the annual staff banquet. This includes booking space, food, audio-visual equipment, and leading colleagues in the preparations of entertainment and annual awards.
• Other duties as assigned by the Director or Program Coordinators.