



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 and 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 (U Leader Challenge) and facilitate the delivery of specific learning outcomes determined by administration staff.
- 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 (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

- 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 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.

- Attend weekly staff meetings.
- 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.

POSITION SPECIFIC RESPONSIBILITIES AND DUTIES

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. This includes leading the U Leader Challenge and encouraging participation during rec activities as well as program specific lessons.
- Submit attendance records of children assigned to your supervision to Program supervisors daily.

Recreation leaders

- Lead recreational activities as per the program schedules.
- Create leadership opportunities through recreational games. This includes collaborating with Group Leaders on engaging children to take leadership challenges 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.
- 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 coach

- 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 with the recording of child comprehension of program specific learning outcomes.

Support leaders

- Supervise children with special needs as assigned by the program supervisor. This includes managing medication schedules, providing assistance 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 special 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.