MINI U & JR BISON PROGRAMS
Summer 2022
Leader/ Coach Recruitment
Employment Information & Application Form

DETAILS
The leadership team of the Mini U & Jr Bison Programs consists of the Director, Program Coordinators, Supervisors, Leaders and Coaches. 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 units. Together we serve children & young athletes, parents/guardians, employees, community partners and collaborate with University of Manitoba employees.

Leaders and Coaches directly lead, support and create impactful experiences for our participants. In a variety of roles, Leaders/ Coaches prepare lesson plans and activities, lead participants between the ages of 4 to 18, support and care for participants, execute program activities, provide customer service to families and contribute to the administration of the unit. Leaders and Coaches 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 and Coaches 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.

Summer programming in 2022 will continue to provide important support for Covid-19 recovery efforts by providing necessary safe and meaningful childcare options for school aged children throughout July and August. Programming will offer children and youth the opportunity for safe re-engagement in social and physical activity. All operations will be considered to ensure a safe resumption of programming during the Covid-19 recovery. Details regarding these changes will be available as camp time draws nearer.

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.
- See each position description below for details regarding specific qualifications.

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. Please indicate your identification in any of the above groups on your application form.

All candidates must be legally entitled to work in Canada.
POSITION DETAILS
All programs fall into one of the following program categories:

<table>
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<tr>
<th>Type of Programming</th>
<th>Age</th>
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<tbody>
<tr>
<td>Mini U</td>
<td>5-7, 8-11, 12+</td>
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<tr>
<td>Mini Bison</td>
<td>5-7, 8-11</td>
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<tr>
<td>Jr Bison</td>
<td>12+</td>
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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 pool times and recreational activities as assigned. All wages include 6% vacation pay.

**Lifeguard & Swim Leader**
Wage: $15.95 plus 6% vacation pay ($16.91/hr)
Length of Employment: 9 Weeks
Start Date: June 23, 2022

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 1 - June 30, 2022) - Part Time*
Number of Positions: 35
Hours: 10-25 hours/week
Potential 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 23 - August 28, 2022) - Full Time*
Number of Positions: 6
Hours: 32-40 hours/week
Potential Days: Monday - Friday 6:00am - 10:00pm
Saturday/Sunday 8:00am - 8:00pm

Part Time Swim Leader
Number of Positions: Approx. 12
Hours: Variable
Potential Days: Monday - Friday 4:30pm - 6:00pm
Session 1 July 4-15
Session 2 July 18-29
Session 3 August 2-12
Session 4 August 15-26
**Classroom Leader**  
Length of Employment: 12-13 Weeks  
Wage: $14.95 plus 6% vacation pay ($15.85/hr)  
Start Date: June 2, 2022

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.


**Head Coach**  
Length of Employment: 10-13 Weeks  
Wage: $14.95 plus 6% vacation pay ($15.85/hr)  
Start Date: June 2, 2022

**Mini & Jr Bison Sport Specific Coaches**

Following program curriculums that have been developed by with Bison varsity Coaches, Mini & Jr Bison Coaches will be expected to deliver high quality practices 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 athletes through practice plans and assess leadership learning outcomes. These positions require a leader who is a current Bison Athlete and successful candidate selections will be made in conjunction with Bison Sport Coaches. Responsibilities include: participate in training sessions, purchase and prepare equipment and supplies, set up inclusive learning spaces and the ongoing behavior modification of participants.

2022 sport offerings: Volleyball, Basketball, Soccer

**Mini U Recreational Sport Coaches**

Mini U Coaches will be required 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 Group Leaders 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.

2022 Recreation Sport Offerings: Wall Climbing, Cheerleading, Dodgeball, Sport Sampler, Glow in the Dark, Badminton, Floor Hockey.
Group Leaders and Assistant Coaches lead groups of up to 17 participants through their daily activities. They assist in leading sport specific, 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 of participants: 4-7, 8-11, 12+

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 of participants: 4-7, 8-11, 12+

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.

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.

This position requires a leaders who has completed second year of the Athletic Therapy program (at minimum) and who holds a valid Sport First Responder Certification.
**Substitute Leader** (Week, Day, On Call)  
Length of Employment: Variable  
Number of Positions: Variable

Wage: $13.95 plus 6% vacation pay (14.79/hr)  
Start Date: July 5, 2022 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 & coach 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 **Feb 25, 2022**.

**Round 1 - Expression of Interest**

1. Complete the application form.
2. Complete the Leader Reflection Form*.
   a. This is for **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, via email to mini.u@umanitoba.ca , or place a copy in the mailbox outside of 146 Frank Kennedy Centre at the University of Manitoba on or before **Sunday, February 20, 2022** at 4:30pm. No resumes please.

**Round 2 - Interview & Video Submission**

Selected individuals will be scheduled for a group interview which will include other candidates and will be conducted by our Leadership team.

Further direction regarding the interview process will be provided, to selected candidates with the interview invitation.

Interview dates are scheduled for (times included on application form):

- **March 11, 2022**  
  Returning Applicants
- **March 7 - 10, 2022**  
  New 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 Ashley Gagnon via email at Ashley.Gagnon@umanitoba.ca to discuss their request.

APPLICATION DEADLINE
Program Leader applications are due: Sunday, February 20, 2022 at 4:30pm.
PERSONAL INFORMATION
Name: ________________________________________________________________

Phone #: ____________________________ Email: ____________________________
(note: correspondence regarding selection for interview will be done via email, please check your junk mail filters)

Are you a U Sports/University/College Athlete?   ☐ Yes  ☐ No
If yes, which sport:____________________________________

Do you identify as being part of an underrepresented group?   ☐ Yes  ☐ No
Please specify: _______________________________________

Are you legally entitled to work in Canada?   ☐ Yes  ☐ No
   Canadian Citizen with SIN ☐
   Valid Work/ Study permit (valid through Sept 1, 2022) ☐

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 & NL & 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.

To ensure that our campuses are as safe as possible, the UM requires employees and
students to be fully vaccinated against COVID-19.
EXPERIENCE AND RELEVANT SKILLS
We want to learn about your education, employment, skills (coaching certifications, athletic, special interests) and volunteer experience.

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<tr>
<th>Experience:</th>
<th>Type of Experience: Employment ☐ Volunteer ☐ Skill ☐ Education ☐ Other ☐</th>
<th>Time Frame:</th>
<th>How has this experience prepared you for your desired role with Mini U Programs and Jr. Bisons?</th>
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AVAILABLE POSITIONS
Please select the positions that you are interested in and rank them from 1 up to 10 (1=most interested, 10=least interested). You will be considered for all positions that you have indicated interest in.

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<th>1st Choice</th>
<th>6th Choice</th>
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<td>2nd Choice</td>
<td>7th Choice</td>
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<td>3rd Choice</td>
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<td>4th Choice</td>
<td>9th Choice</td>
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<td>5th Choice</td>
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AVAILABILITY
Please identify and provide a detailed explanation of any conflicts (dates or times) that you have with the employment dates listed in your application. Time off requests are only granted under extenuating circumstances (i.e. exam, wedding, national competition, specialist appointment). Time off requests cannot be made after June 1, 2022. All requests are pending approval. Please note that we do not approve requests for time off to attend Country Fest or Folk Fest.

INTERVIEW DATES
Please select all that you are available for. Applicants must be available for the entire time slot and will only be required to attend one of the sessions below:

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

- [ ] Friday March 11th 12:00-2:30pm
- [ ] Friday March 11th 3:30-6:00pm
- [ ] I am NOT available for either of these sessions.

Please explain why:

New Candidates:
- [ ] Monday, March 7th 1:30pm-4:00pm
- [ ] Monday, March 7th 5:30pm-8:00pm
- [ ] Tuesday, March 8th 12:00pm-2:30pm
- [ ] Wednesday, March 9th 9:30am-12:00pm
- [ ] Wednesday, March 9th 1:00pm-3:30pm
- [ ] Thursday, March 10th 9:30am-12:00pm
Do you live close to any of these schools? Check off all that apply.

North
☐ Strathcona
☐ Shaughnessy Park
☐ Lord Wolseley
☐ Garden City Collegiate
☐ Island Lakes

East
☐ Regent Park
☐ Windsor Park
☐ Victor H. L. Wyatt
☐ St. Agathe
☐ Bairdmore School

West
☐ Charleswood
☐ Linwood
☐ Ness Middle
☐ St. Adolphe
☐ South Pointe

Central
☐ Great West Life (100 Osborne St)
☐ Grant Park
☐ U of M Bannatyne Campus
☐ Sage Creek
☐ Fort Richmond

We offer daily supervised bus transportation (for the children) to and from campus. Buses leave from a variety of locations throughout the city and a staff member is required to ride on each one. Bus leaders are paid for their extra hours including overtime (number of hours depends on location). Please note that Bus Leaders may ride the bus from any location. You do not have to live in the area.

If hired, would you be interested in being a Bus Leader?

☐ Yes
☐ No

SPRING BREAK CAMPS
From March 29-April 1, we offer camps to children who have a week off school. The program runs from 9:00am to 4:00pm each day with dropoff starting at 7:45am and pickup ending at 5:30pm. We require a number of group leader/rec leader and classroom/coach staff. Specifically for first year staff, working Spring Break Camps may increase your chances of obtaining a summer position.

Would you be interested in working at Spring Break Camps (full-time/part-time)?

☐ Yes
☐ No

To ensure that our campuses are as safe as possible, the UM requires employees and students to be fully vaccinated against COVID-19. Proof of vaccination will be required upon entrance to our facility.

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: _______________
# 2022 RETURNING* LEADER / COACH REFLECTION FORM

*A returning team member is someone who has previously attended Leader Week or Aquatics Week

**Name: _______________________________________________________________**

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<tr>
<th>What new skills or experiences have you gained since your last application that would benefit your performance with our programs?</th>
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<th>Explain how your experiences with the changes Covid-19 has brought to our lives has impacted your leadership skills.</th>
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<tr>
<th>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.</th>
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<th>Provide an example of a time where you helped a child achieve a new skill.</th>
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*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 Ashley.Gagnon@umanitoba.ca.*