



LEADERS & LIFEGUARDS

EMPLOYMENT INFORMATION AND
APPLICATION FORM



**University
of Manitoba**

APPLICATIONS DUE FEBRUARY 17, 2025, 12:00 PM

MINI U & JR BISON PROGRAMS

Summer 2025

New and Returning* Leader/ Coach/ Lifeguard

Recruitment Employment Information & Application Form



*Returning applicants are individuals who have been previously employed by Mini U Programs and attended either Leader Week or Aquatics Week.

Please note: Application form link can be found at the bottom of this document.

DETAILS

The leadership team of the Mini U & Jr Bison Programs consists of the associate director, coordinators, supervisors, lifeguards, 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 associate 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.

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:

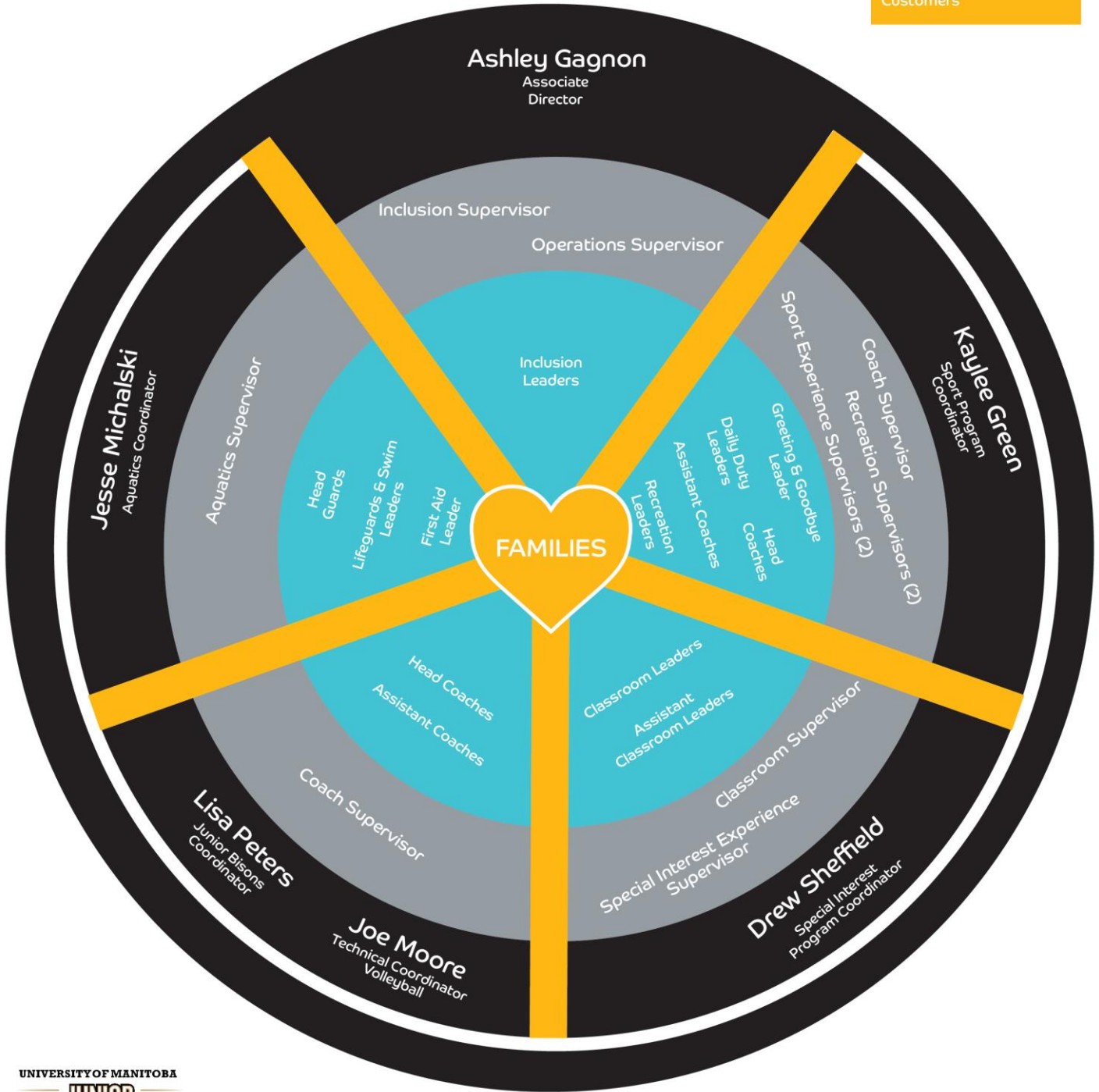
- Ability to work with others in a variety of collaborative settings.
- Strong ability to empathize with children, youth and their families.
- Demonstrate ability to create games and activities designed to engage participants in play, physical activity and leadership.
- Expertise and/or experience with 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.
- Comfortable in 3-5ft water (with or without a PFD). In-water participation in swimming activities is required.
- Comfort and experience working in a busy, boisterous, and sometimes stressful environment.
- Ability to engage in physical activity in an outdoor setting for the majority of the day.
- Capacity to adjust to unexpected change such as adjustments to activity schedules, positions, group sizes.

ADDITIONAL INFORMATION

The University of Manitoba is committed to the principles of equity, diversity & inclusion and to promoting opportunities in hiring and promotion for systemically marginalized groups who have been excluded from full participation at the University and the larger community including Indigenous Peoples, women, racialized persons, persons with disabilities and those who identify as 2SLGBTQIA+ (Two Spirit, lesbian, gay, bisexual, trans, questioning, intersex, asexual and other diverse sexual identities). Preference will be given to underrepresented candidates. All candidates must be legally entitled to work in Canada, and are encouraged to declare on the application form if they identify as a member of an underrepresented group, such as, but not limited to, the ones mentioned above.

2025 Summer Organization Chart

Program Coordinators & Associate Director
Program Supervisors
Leaders
Customers



POSITION DETAILS

All programs fall into one of the following program categories:

	Type of Programming	Age
Mini U	Recreational Sport and Special Interest	5-7, 8-11, 12+
Mini Bison	Sport Specific	5-7, 8-11
Jr Bison	High Performance Sport	12+
Aquatics	Swimming lessons	1-18

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.



Aquatics - Lifeguard & Swim Leader

Wages: \$17.55 plus 6% vacation pay (\$18.60)
Length of employment: Details as per specific positions below.

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.

Additional responsibilities include:

- participate in training sessions,
- lead inclusive and engaging swimming lessons and
- the ongoing safety of pool patrons.

Spring Session (April 7 - June 30, 2025) – PART TIME

*Mandatory ICS Training (paid) will be scheduled between March 30 – April 6 (exact dates/ times TBD).

Part Time Lifeguard/ Swim Leader

Number of Positions: 45
Hours: 0-25/ week
Potential Days:

Monday- Friday: 6:00am-6:00pm
Saturday/ Sunday: 8:00am – 8:00pm

*Note: everyone is required to be available to work at least 1 of Sat/Sunday mornings (10:30-1:30) and one Monday/ Wednesday or Friday evening (6:00-8:30).

Summer Session (June 18- August 22, 2025)

Part Time Swim Leader

Number of Positions: Up to 5 per session
Potential Days:

Monday- Friday: 4:15-6:00pm

*Note: lessons are scheduled in two week blocks as follows and you may apply for as many or as few sessions as you'd like is welcomed.

Session 1: June 30 – July 11, 2025
Session 2: July 14 – July 25, 2025
Session 3: July 28 – August 8, 2025
Session 4: August 11 – August 22, 2025



Full Time Lifeguard/ Swim Leader

Number of Positions: 14

Hours: 30-40/ week

Details on the shift schedule is below. The fulltime team of lifeguards will rotate through each of the shifts below, typically in two-week blocks. Shifts will be scheduled with one month notice.

Days:

Monday- Friday: 6:00am-6:00pm

Saturday/ Sunday: 8:00am – 8:00pm

The proposed shifts available for Full Time Summer Lifeguard/ Swim Leaders are:				
Guards 1 + 2	Monday - Friday	5:45 - 12:00 PM	No Weekend shifts	31.25 hours/week
Guards 3 - 6	Monday - Friday + Weekend	8:30 – 2:00 PM	One 6-hour weekend shift	33.5 hours/week
Guards 6 - 10	Monday - Friday + Weekend	1:00 - 6:15 PM	One 6-hour weekend shift	33.5 hours/week
Guards 11 + 12	Monday - Friday	4:00 - 10:00 PM	No Weekend shifts	31.25 hours/week
Guard 13 + 14	Monday - Friday	10 – 12 AM; 1 - 6 PM	No Weekend shifts	35 hours/week

Classroom Leader

Wage:	\$16.80 plus 6% vacation pay (\$17.81/hr)
Length of Employment:	12-13 Weeks
Classroom Orientation/Lesson planning:	May 28-June 18 (90 hours total)
Summer orientation ('Leader Week'):	June 18-June 25
Program leadership:	June 30-August 29

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 Assistant Classroom Leaders and participants through lessons.

Additional responsibilities include:

- participate in training sessions,
- purchase, and prepare equipment and supplies,
- manage program-specific budget
- set up inclusive classroom and learning spaces and
- manage the ongoing behavior modification of participants.

2025 Subject offerings: Science, Coding, Animals & Bugs, Dinosaurs, Arts & Crafts, Video Gaming, Outdoor Recreation, Cooking, Baking and Leadership.



Head Coach

Wage:	\$16.80 plus 6% vacation pay (\$17.81/hr)
Length of Employment:	10-11 Weeks
Coach Orientation/Practice planning:	June 10-16 (30 hours total)
Summer orientation ('Leader Week'):	June 18-June 25
Program leadership:	June 30-August 29

Mini & Jr Bison Sport Specific Coaches

Following program curriculums that have been developed by with support from 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.

Additional responsibilities include:

- participate in training sessions,
- purchase, and prepare equipment and supplies,
- set up inclusive learning spaces and
- the ongoing behavior modification of participants.

2025 Sport Offerings: Volleyball, Basketball, Hockey, Flag Football, Soccer and Track and Field.

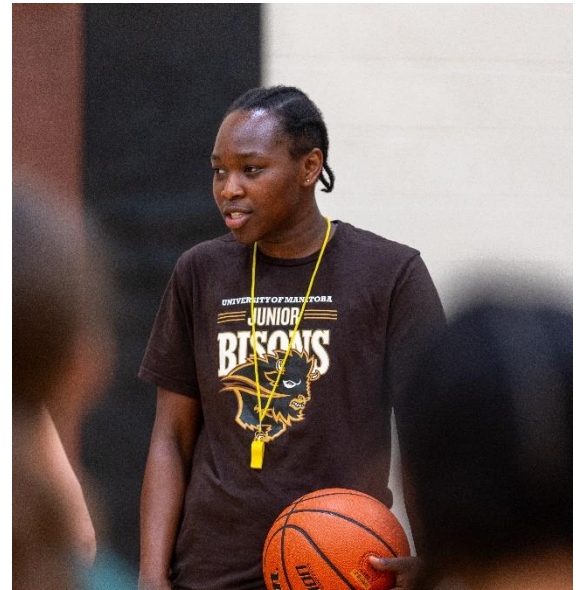
Mini U Recreational Sport Coaches

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 Assistant Coaches and participants through practice. These positions require a leader with extensive playing or coaching experience.

Additional responsibilities include:

- participate in training sessions,
- purchase, and prepare equipment and supplies,
- set up inclusive learning spaces and
- the ongoing behavior modification of participants.

2025 Recreation Sport Offerings: Sport Sampler, Archery/ Fencing/ Racquetball, Glow In the Dark, Cheerleading, Dodgeball, Rhythmic Gymnastics, Wall Climbing, Gymnastics.



Assistant Coach / Assistant Classroom

Wage:	\$16.30 plus 6% vacation pay (\$17.28/hr)
Length of Employment:	10 Weeks
Summer orientation ('Leader Week'):	June 18-June 25
Program leadership:	June 30-August 29

Assistant Coaches and Assistant Classroom leaders 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, take regular attendance and participate in all activities. They create an inclusive and engaging environment that provide participants the opportunity to be leaders.

Additional responsibilities include:

- participate in training sessions,
- lead inclusive and engaging activities and
- the ongoing behavior modification of participants.

2025 Assistant Coach offerings: Volleyball, Basketball, Soccer, Track and Field, Hockey, Cheerleading, Flag Football, Rhythmic Gymnastics, Wall Climbing, Gymnastics and Glow in the Dark.

2025 Assistant Classroom offerings: Science, Coding, Animals & Bugs, Dinosaurs, Arts & Crafts, Video Gaming, Outdoor Recreation, Cooking, Baking, and Leadership.

Recreation Leader

Wage:	\$16.30 plus 6% vacation pay (\$17.28/hr)
Length of Employment:	10 Weeks
Summer orientation ('Leader Week'):	June 17-June 25
Program leadership:	June 30-August 29

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.

Additional responsibilities include:

- participate in training sessions,
- lead inclusive and engaging activities and
- the ongoing behavior modification of participants.

NOTE: A portion of our recreation leader positions have been designed with increased flexibility in mind. These positions do not include employment in the weeks of June 30-July 4/August 5-8/August 25-29. If this is of interest to you, please speak to one of the coordinators during the interview process.

Inclusion Leader

Wage:	\$16.80 plus 6% vacation pay (\$17.81/hr)
Length of Employment:	10 Weeks
Summer orientation ('Leader Week'):	June 18-June 25
Program leadership:	June 30-August 29

Inclusion 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 diverse needs.

Additional responsibilities include:

- participate in training sessions,
- collaborate with Leaders on the creation of inclusive and engaging activities and
- the ongoing behavior modification of participants.

First Aid Leader

Wage:	\$17.55 plus 6% vacation pay (\$18.60/hr)
Length of Employment:	10 Weeks
Summer orientation ('Leader Week'):	June 18-June 25
Program leadership:	June 30-August 29

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.

Additional responsibilities include:

- participate in training sessions,
- lead the first aid room,
- ensure first aid supplies are readily available,
- analyze trending injuries within program activities,
- assist with early pickup and drop off of children and
- collaborate with leadership team members to avoid injury

NOTE: This position requires a leader who has completed second year of the Athletic Therapy program (at minimum) and who holds a valid Sport First Responder Certification.

Greeting and Goodbye Leader

Wage:	\$16.30 plus 6% vacation pay (\$17.28/hr)
Length of Employment:	10 Weeks
Summer orientation ('Leader Week'):	June 18 – June 25
Program leadership:	June 30-August 29

As our Greeting & Goodbye Leader, you'll be the first and last friendly face for families arriving late or leaving early from camp! Your mission is to greet late arrivals with a smile and help them get settled, ensuring their child gets to the right spot. You'll also assist with early pickups, making sure children leave with ease. Expect to be outside, spreading positivity and keeping things running smoothly all day long.

Daily Duty Leader

Wage:	\$16.30 plus 6% vacation pay (\$17.28/hr)
Length of Employment:	10 Weeks
Summer orientation ('Leader Week'):	June 18 – June 25
Program leadership:	June 30-August 29

Each morning, Daily Duty Leaders will be assigned a new role at camp based on the needs of the day. They may lead various sports, recreational activities and games for participants, provide 1-on-1 attention and support to participants who require assistance throughout their program experience, or may support administrative or business needs as qualified. Responsibilities include: participate in training sessions, lead inclusive and engaging activities and the ongoing behaviour modification of participants. Daily Duty leaders must demonstrate exceptional flexibility and expect to have a different role each day.

Equipment Garage Leader

Wage:	\$16.30 plus 6% vacation pay (\$17.28/hr)
Length of Employment:	10 Weeks
Summer orientation ('Leader Week'):	June 18 – June 25
Program leadership:	June 30-August 29

Our Equipment Garage Leader oversees the management of all activity supplies and equipment. They ensure that equipment is maintained, and activity packages are fully stocked. Responsibilities include: participating in training sessions, complete equipment inventory, perform minor equipment maintenance, and collaborate with leadership team members to help manage inclement weather-based schedule changes.

Indigenous Cultural Integration Leader

Wage:	\$16.80 plus 6% vacation pay (\$17.81/hr)
Length of Employment:	12-13 Weeks
Details:	
Orientation/Lesson planning:	May 28-June 20 (90 hours total)
Summer orientation ('Leader Week'):	June 18-June 25
Program leadership:	June 30-August 29

Prior to programs beginning, our Indigenous Cultural Integration Leader, with guidance from Indigenous knowledge holders, will develop engaging lesson plans that contribute to the support of Indigenous cultural integration and programming through Indigenous games and activities. Throughout the summer program, the Indigenous Cultural Integration Leader will share the traditional stories of the Indigenous games and oversee the sharing of Indigenous games and activities to leaders and campers.

Additional responsibilities include:

- participate in training sessions,
- purchase, and prepare equipment and supplies,
- collaborate with Indigenous knowledge holders and community members on traditional teachings of Indigenous games and activities
- set up inclusive, safe and welcoming learning spaces and
- manage the ongoing behavior modification of participants.

NOTE: This position is designated for an Indigenous candidate.

Spring Break Leader (Dates: March 31 – April 4, 2025)

From March 31-April 4, we are offering camps to children who have the week off school. The program runs from 9:00 a.m. to 4:00 p.m. each day with drop off starting at 7:45 a.m. and pickup ending at 5:00 p.m. All positions listed above are available during spring break camps as well.

Camps may include: Learn to Skate, Wall Climbing, Sports Sampler, Glow in the Dark, Dodgeball, Science and Active Gamers.

When applying, please declare what position you are most interested in and your available hours. If successful, we will design the schedule around your availability.

NOTE: Working a position during Spring Break Camps will increase your chances of obtaining your desired summer position.

New Leader - APPLICATION DETAILS AND HIRING PROCESS

Leader candidates are considered and assessed in two rounds (3 for aquatics applicants) 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.

Step 1 - Expression of Interest

Complete the application form by clicking the link at the bottom of this document and filling out all fields within the application and clicking "Submit".

Deadline to submit application is Feb 17, 2025 at 12:00pm. No resumes please.



Step 2 - Interview

Selected individuals will be contacted beginning February 19, 2025. The interview will occur in two parts. Candidates must participate in both parts to be considered.

Part 1: Group information session & activity portion

Via email, selected candidates will be asked to choose from two available timeslots for an activity and info session: Friday Feb 28th from 6:00-7:00pm or 7:30-8:30pm. Here candidates will learn about our summer employment as well as participate in an activity designed to provide an opportunity to demonstrate skills in teamwork, communication, problem solving etc.

Part 2: Individual Meetings

Selected applicants will be sent an invite to attend a drop-in session, for an individual meeting, on one of the two days below. Each meeting will take approximately 30 minutes and candidates will have a chance to meet with each of the four program coordinators and the associate director to discuss questions regarding their experience with, and their philosophy for, working with children.

Drop-in times (tentative):

Thursday March 7: 9:30-4:00pm

Friday March 8: 1:00pm-8:00pm

Part 3: In Water Component (applies to aquatics applicants only)

Once aquatics applicants have completed parts 1 and 2 our aquatics coordinator will set up a time to meet with candidates to discuss aquatics related matters and ask the candidates to demonstrate National Lifeguard and Standard First Aid skills. This will be coordinated with candidate availability.

Returning Leader - APPLICATION DETAILS AND HIRING PROCESS

Leader 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.

Round 1 – Application Form

Complete the application form by clicking the link below and filling out all fields within the application and clicking “Submit”.

Deadline to submit application is Feb 17, 2025 at 12:00pm. No resumes please.

Round 2 – Group Interview

Selected individuals will be scheduled for a group interview. The interview will include other returning leader candidates, supervisors, and members of our full-time leadership team.

Monday March 10, 2025	2:00pm - 3:00pm
Monday March 10, 2025	3:15pm – 4:15pm
Monday, March 10, 2025	5:45pm – 6:45pm
Monday, March 10, 2025	7:00pm – 8:00pm

ACCOMMODATIONS

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 **February 17, 2025** at 12:00pm.



Click the link below to complete your application:
umanitoba.ca/form/summer-camp-application