



PROGRAM SUPERVISOR

EMPLOYMENT INFORMATION AND APPLICATION FORM



**University
of Manitoba**

APPLICATIONS DUE JANUARY 15, 2025 12:00 PM

MINI U & JR BISON PROGRAMS

Summer 2025

New and Returning* Supervisor
Recruitment Employment Information &
Application Form



***Returning applicants** are those who have worked a full summer as a Mini U/ Junior Bisons Program Supervisor.

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

OUR TEAM

The leadership team of Mini U Programs & Jr Bisons consists of the associate director, program coordinators, supervisors, as well as head and assistant Bison varsity 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 and young athletes, parents/guardians, employees, community partners and we collaborate with the University of Manitoba community.

The leadership team plans, prepares, executes, and evaluates all aspects of the Mini U Programs & Junior Bisons experience. Program supervisors work closely with coordinators and the associate director to ensure that the individuals we serve are set up for success. These positions actively lead others in various settings, particularly where programs are occurring. Supporting the needs of children, customers, and program leaders includes both administrative tasks and a significant amount of in-person interactions. Specifically, supervisors support:

- lesson planning and activity development
- employee training activities
- the purchasing of equipment and supplies
- coordination of space, groups, and schedules
- preparing program information for parents, children, and staff
- participant behavior and employee performance.

Our leadership team is responsible for modeling the way, inspiring a shared vision, enabling others to act, and encouraging the work of the individuals on our team. Program supervisors are selected for their understanding of what it means to lead as a part of a team.

THE OPPORTUNITY

We are seeking dynamic, visionary, and results-driven leaders who demonstrate integrity and excel in fast-paced, high-pressure environments. Our ideal candidates are forward-thinking, capable of making strategic decisions, and inspire those around them to achieve excellence. We prioritize continuous growth and development, and we are looking for individuals eager to engage in impactful leadership training and professional advancement. The role demands strong interpersonal and communication skills, exceptional organizational abilities, and a proven aptitude for problem-solving and time management.

QUALIFICATIONS

Education:

- Be enrolled in, or a graduating student of, a high school, college, or university.

Experience:

- Leading employees and/or volunteers.
- 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 leadership skills. Specifically, able to model the way, inspire others, enable others to act, and encourage the work of others.
- Strong ability to empathize with children, youth, and their families. A demonstrated commitment to creating a positive and meaningful customer experience.
- Demonstrated ability to create games and activities designed to train employees/volunteers on program information and process.
- Demonstrated ability to engage participants in play, physical activity, and leadership.
- Strong administrative skills related to organization, scheduling, tracking, and sharing information.
- Strong personal time management skills with the ability to manage the time and work of others.
- Expertise and/or experience with program content such as sports, special interests, aquatics, leadership, special needs, and first aid.
- Ability to resolve interpersonal conflict among employees and participants.
- Ability to communicate effectively with children, families, peers, and supervisors.
- Effective oral and written communication skills, with the ability to provide honest and professional feedback regarding program performance, procedures, and policies.
- Ability to consistently consider and ensure the safety of participants.

General

- All employees of Mini U and Junior Bisons must be comfortable working independently, in a busy, boisterous, and sometimes stressful environment.

Additional information regarding the specifics of each position can be found in the supervisor job descriptions available at miniu.ca.

ADDITIONAL INFORMATION

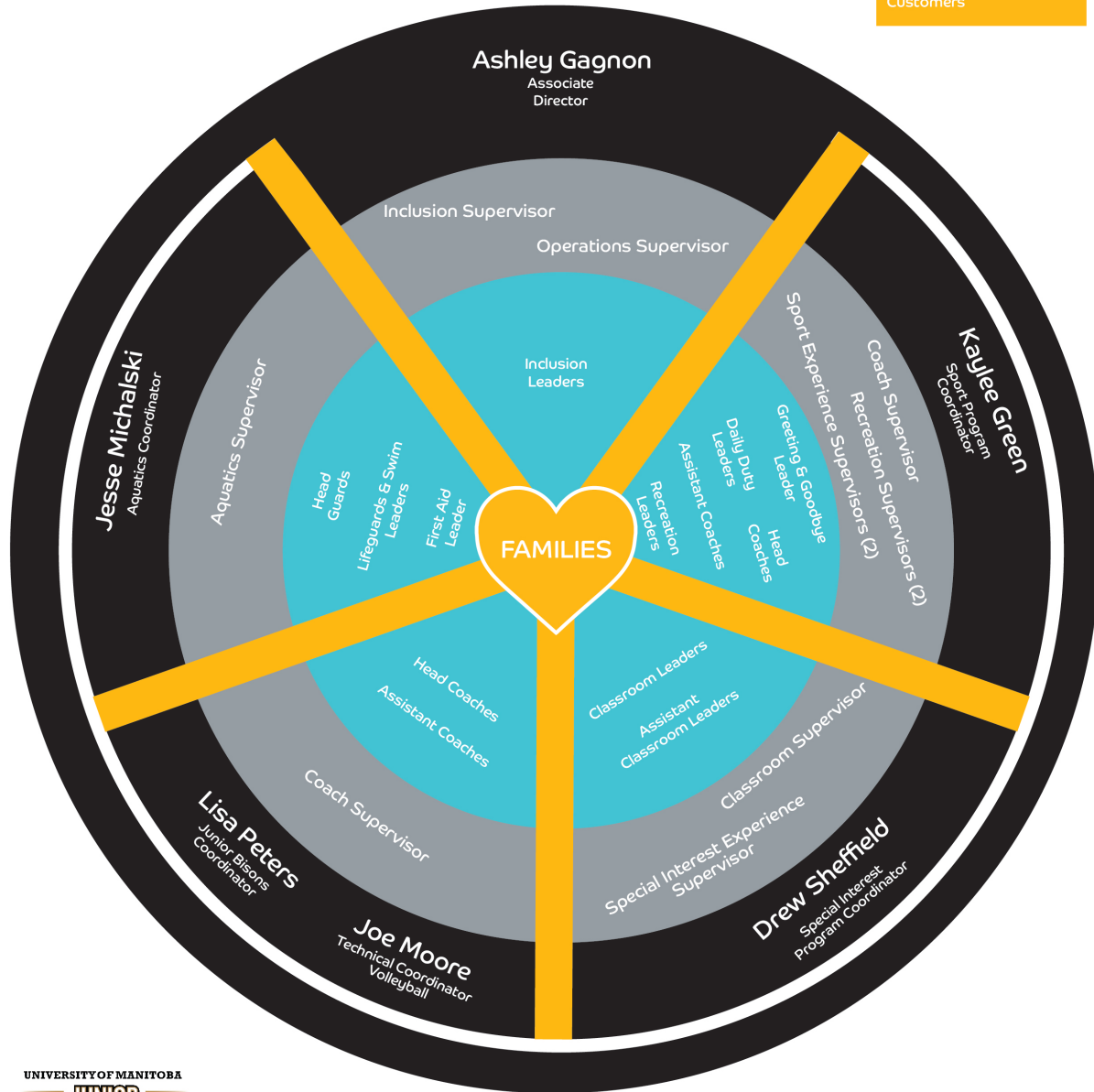
The University of Manitoba is committed to the principles of equity, diversity & inclusion and to promoting opportunities in hiring and promotion and tenure for systemically marginalized groups who have been excluded from full participation at the University and the larger community including Indigenous 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



Content Supervisors:

Aquatics & Risk Management Supervisors (2)

Aquatics supervisors lead our team of lifeguards and swim leaders. The Aquatics & Risk Management supervisors support aquatics programming throughout the year, assist and execute training sessions, ensure the safety of all patrons during operation hours, and actively lead the execution of swimming lessons.

Additional responsibilities include:

- participating in, planning, and executing training sessions for others,
- scheduling and supervising employees,
- ensuring the implementation of various program operation plans,
- managing interpersonal conflict,
- ensuring programs provide inclusive and engaging activities,
- and the ongoing behavior modification of participants.

Provides leadership to: Headguards, Lifeguards & Swim Leaders, First Aid Leader, and Parking Leaders

Wage: \$18.80 (plus 6% vacation pay = \$19.93/ hour total compensation)

Dates: Wednesday, May 7, 2025 – Wednesday, April 29, 2026 (see specifics on the next page)

Length of Employment: 51 weeks
Including: 1 unpaid week off Sept - November (dates to be coordinated with the Aquatics Coordinator with at least one month notice), and 1 unpaid week off during the December 2025 holiday closure.

Number of Positions: 2

Required Certifications: National Lifeguard
Standard First Aid (recertified every 12 months)
ICS Teacher Certification

Additional Desired Certifications: NLI, LSI

Aquatics & Risk Management Specific Employment Dates & Hours:

Dates	Hours/ Week	Schedule
<p>May 7 - June 6, 2025 (5.5 weeks)</p>	<p><u>35 hours/ Week:</u> Five, eight-hour long shifts per week (including a one-hour unpaid lunch break). Shifts will be scheduled as:</p> <ul style="list-style-type: none"> • 4 shifts (weekend/weekday): 8:30 am-4:30 pm • 1 shift (weekday): 12:00-8:00 pm 	<p>Your schedule will be either:</p> <ul style="list-style-type: none"> • Tuesday - Saturday or • Sunday - Thursday <p>The intention is for each supervisor to be present at lessons at least one evening and one weekend day during this period.</p>
<p>June 9 - Sept 5, 2025 (11 weeks)</p>	<p><u>40 hours/ Week:</u> Monday - Friday</p>	<p>In two-week blocks, each Supervisor will work either:</p> <ul style="list-style-type: none"> • 8:00 am - 5:00 pm or • 10:30 am - 6:30 pm <p>Schedule to be created with at minimum one month notice.</p>
<p>Sept 6, 2025 – April 29, 2026 (34.5 weeks)</p>	<p><u>20 hours/week:</u> Must be available at least one weekend day</p>	<p>Variable*</p> <p>*Aquatics Supervisor and Coordinator to create a schedule together to ensure appropriate supervision at swimming lessons while accommodating Aquatics Supervisors' academic schedules.</p>

Content Supervisors continued:

Coach Supervisors (2)

Classroom Supervisor (1)

Content Supervisors lead our team of coaches and classroom leaders who create and lead lessons and practice plans. They support program content delivery, assist, and execute training sessions and actively lead the execution of lesson plans.

Additional responsibilities include:

- participating in, planning, and executing training sessions for others,
- scheduling and supervising employees, ensuring the implementation of various program operation plans,
- managing interpersonal conflict,
- ensuring programs provide inclusive and engaging activities,
- and managing the ongoing behavior modification of participants.

Provides leadership to: head coaches and classroom leaders.

Wage: \$18.80 (plus 6% vacation pay = \$19.93/ hour total compensation)

Dates: Wednesday, May 7, 2025 – Wednesday Sept 3, 2025

Length of Employment: 17 Weeks

Number of Positions: 3

Subjects: Classroom, Sport Camps

Specific Dates & Hours:

Dates	Hours/ Week	Schedule
May 7 - June 6, 2025 (6 weeks)	<u>35 hours/ Week:</u> Monday - Friday	8:30am-4:30 pm
June 9 - Sept 3, 2025 (11 weeks)	<u>40 hours/ Week:</u> Monday - Friday	8:00 am - 5:00 pm

Experience Supervisors:

Special Interest Experience Supervisor (1)

Sport Experience Supervisor (2)

Recreation Supervisors (2)

Experience Supervisors lead our team members who lead groups and recreational activities. They support recreational program content delivery, assist and execute training sessions and actively lead the execution of lesson plans.

Additional responsibilities include:

- participating in, planning, and executing training sessions for others,
- scheduling and supervising employees,
- ensuring the implementation of various program operation plans,
- managing interpersonal conflict,
- ensuring programs provide inclusive and engaging activities,
- and managing the ongoing behavior modification of participants.

Provides leadership to: assistant coaches, assistant classroom leaders, recreation leaders, daily duty leaders, and greeting and goodbye leader.

Wage: \$18.80 (plus 6% vacation pay = \$19.93/ hour total compensation)

Dates: Wednesday, May 7, 2025 – Wednesday Sept 3, 2025

Length of Employment: 17 Weeks

Number of Positions: 5

Specific Dates & Hours:

Special Interest Experience

Dates	Hours/ Week	Schedule
May 7 - June 6, 2025 (5.5 weeks)	<u>35 hours/ Week:</u> Monday – Friday	8:30 am-4:30 pm
June 9 - Sept 5, 2025 (11 weeks)	<u>40 hours/ Week:</u> Monday - Friday	Your schedule will be either: <ul style="list-style-type: none">• 7:30-4:30pm* (Spec. Exp & Sport Exp)• 8:15-5:15pm* (Recreation & Sport Exp)• 8:30-5:30pm* (Recreation) *Schedule to be created with at minimum one month notice.

Sport Experience Supervisors

Dates	Hours/ Week	Schedule
May 7 - June 6, 2025 (5.5 weeks)	<u>35 hours/ Week:</u> Monday – Friday	8:30 am-4:30 pm
June 9 - Aug 22, 2025 & Sep 1-5, 2025 (11 weeks)	<u>40 hours/ Week:</u> Monday - Friday	<p>Your schedule will be either:</p> <ul style="list-style-type: none"> • 7:30-4:30pm* (Spec. Exp & Sport Exp) • 8:15-5:15pm* (Recreation & Sport Exp) • 8:30-5:30pm* (Recreation) <p>*Schedule to be created with at minimum one month notice.</p>
Aug 23-29, 2025 (1.5 weeks)		<p>Your schedule will be either:</p> <ul style="list-style-type: none"> • Saturday, August 23: 8am-4pm • Sunday, August 24: 8am-4pm • Monday, August 25: Off • Tuesday, August 26: Off • Wednesday, August 27: Regular hours • Thursday, August 28: Regular hours • Friday, August 29: Regular hours <p>Or</p> <ul style="list-style-type: none"> • Monday, August 25: Regular hours • Tuesday, August 26: Regular hours • Wednesday, August 27: Regular hours • Thursday, August 28: Regular hours • Friday, August 29: Regular hours

Recreation Supervisors

Dates	Hours/ Week	Schedule
May 7 - June 6, 2025 (5.5 weeks)	<u>35 hours/ Week:</u> Monday – Friday	8:30 am-4:30 pm
June 9 - Aug 22, 2025 & Sep 1-5, 2025 (11 weeks)	<u>40 hours/ Week:</u> Monday - Friday	<p>Your schedule will be either:</p> <ul style="list-style-type: none"> • 7:30-4:30pm* (Spec. Exp & Sport Exp) • 8:15-5:15pm* (Recreation & Sport Exp) • 8:30-5:30pm* (Recreation) <p>*Schedule to be created with at minimum one month notice.</p>
Aug 23-29, 2025 (1.5 weeks)		<p>Your schedule will be either:</p> <ul style="list-style-type: none"> • Saturday, August 23: 3-10pm • Sunday, August 24: 3-10pm • Monday, August 25: Off • Tuesday, August 26: Off • Wednesday, August 27: Regular hours • Thursday, August 28: Regular hours • Friday, August 29: Regular hours <p>Or</p> <ul style="list-style-type: none"> • Saturday, August 23: Off • Sunday, August 24: 5-9pm • Monday, August 25: 8am-12pm • Tuesday, August 26: Off • Wednesday, August 27: Regular hours • Thursday, August 28: Regular hours • Friday, August 29: Regular hours

Experience Supervisors continued:

Inclusion Supervisor (1)

The Inclusion Supervisor leads our team of Inclusion Leaders who provide one-on-one assistance to participants with diverse needs. They support individual participant experiences, assist, and execute training sessions and actively adapt programming and activities to best include participants.

Additional responsibilities include:

- participating in, planning, and executing training sessions for others,
- scheduling and supervising employees,
- ensuring the implementation of various program operation plans,
- managing interpersonal conflict,
- ensuring programs provide inclusive and engaging activities,
- and managing the ongoing behavior modification of participants.

Provides leadership to: Inclusion leaders.

Wage: \$18.80 (plus 6% vacation pay = \$19.93/ hour total compensation)

Dates: Wednesday, May 7, 2025 – Wednesday Sept 3, 2025

Length of Employment: 17 Weeks

Number of Positions: 1

Dates	Hours/ Week	Schedule
May 7 - June 6, 2025 (6 weeks)	<u>35 hours/ Week:</u> Monday - Friday	8:30 am-4:30 pm
June 9 - Sept 3, 2025 (11 weeks)	<u>40 hours/ Week:</u> Monday - Friday	8:00 am - 5:00 pm

Experience Supervisors continued:

Operations Supervisor (1)

The operations supervisor supports all programs and services by providing an exemplary customer experience. From their position in the Mini U Programs and Junior Bisons main office, they act as the first point of contact our teammates who need support, handle phone calls and respond to incoming emails from customers. They assist with making requested accommodations, assist and execute training sessions, and collect, organize, and share the personal information of participants with Leaders and Supervisors. They will contribute greatly to the administration and customer service of the programs. They will assist the Greeting and Goodbye Leader each day with late drop-offs until 10:30am.

Additional responsibilities include:

- participating in, planning, and executing training sessions for others,
- scheduling and supervising employees,
- ensuring the implementation of various program operation plans,
- managing interpersonal conflict,
- payroll management,
- all grouplist preparation and troubleshooting,
- ensuring programs provide inclusive and engaging activities,
- and managing the ongoing behavior modification of participants.

Wage: \$18.80 (plus 6% vacation pay = \$19.93/ hour total compensation)

Dates: Wednesday, May 7, 2025 – Wednesday Sept 3, 2025

Length of Employment: 17 Weeks

Number of Positions: 1

Dates	Hours/ Week	Schedule
May 8 – June 6, 2025 (6.5 weeks)	<u>35 hours/ Week:</u> Monday - Friday	8:30 am-4:30 pm
June 7-27, 2025 (2 weeks)	<u>40 hours/ week:</u> Monday – Friday	8:00am-5:00pm
June 28 – Sept 3, 2025 (8.5 weeks)	<u>40 hours/ Week:</u> Sunday - Friday	<ul style="list-style-type: none">• Sundays: 4 hours - TBD• Monday- Thursday: 8:30-5:30pm• Friday: 8:30-12:30pm

New Supervisor APPLICATION DETAILS AND HIRING PROCESS

New supervisor applicants 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 – Expression of Interest

1. 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 January 15, 2025 at 12:00pm. No resumes please.

2. Create a personal ‘Leadership Essay’ responding to the respective topic outlined below. Essay responses are to be a maximum of 1 page long (single-spaced).

- a. New Candidate Topic:

Describe a moment (be specific about a personal experience) when you provided leadership to a group of staff, volunteers or peers.

- What about your approach made you successful?
- What did you learn from this experience that would benefit you in future leadership situations?

3. Submit the above essay to Ashley Gagnon via email (Ashley.Gagnon@umanitoba.ca) on or before noon on Wednesday, January 15, 2025.

Round 2 – Supervisory Skill and Leadership Activities

Selected individuals will be scheduled for a group interview. The interview will include other candidates and members of our full-time leadership team and a presentation will be required. The group interview will have two components:

1. Leadership Activity

Candidates will be asked in advance to prepare a 15-minute activity related to leadership which they will facilitate for the group. Candidates will be provided with a leadership topic when invited to the interview. Activities should be designed to encourage group participation, collaboration, and discussion.

2. Supervisory Skill Activity

Facilitated by the program coordinators and the associate director, candidates will experience 5 stations of supervisory skill assessment. Activities may include question/answer, role-playing, and problem-solving scenarios.

Returning Supervisor APPLICATION DETAILS AND HIRING PROCESS

**Note: A returning candidate is someone who has worked a full summer as a Mini U/ Junior Bisons Program Supervisor.*

Returning supervisor applicants are considered and assessed in up to three 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, and potentially third rounds of assessment.

Round 1 – Expression of Interest

1. 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 January 15, 2025 at 12:00pm.

2. Create a personal ‘Leadership Essay’ responding to the respective topic outlined below. Essay responses are to be a maximum of 1 page long (single-spaced).

- a. Returning Candidate Topic:

Looking back on your previous summer employment with us, what is one aspect of your performance you would improve if given the opportunity, and why? How do you envision building on your experiences to contribute more meaningfully in the future?

3. Submit the above essay to Ashley Gagnon via email (Ashley.Gagnon@umanitoba.ca) on or before noon on Wednesday, January 15, 2025.

Round 2 – Supervisory Skill and Leadership Activities

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

Facilitated by the Coordinators and the Director, candidates will experience 5 stations of supervisory skill assessment. Activities may include question/answer, role-playing, and problem-solving scenarios as it relates to the role of a returning supervisor.

Round 3 – Individual Meeting

Some candidates may be required to attend an individual meeting with the associate director to discuss additional matters after the group interview and before position allocations are declared.

ACCOMMODATIONS

Applicants who would benefit from support or reasonable accommodations to the application process are invited to connect with Ashley Gagnon via email (Ashley.Gagnon@umanitoba.ca) to discuss their request.

DEADLINE

Supervisor applications are due by noon on **Wednesday, January 15, 2025**. Please submit your application package to Ashley.Gagnon@umanitoba.ca.

Click the link below to complete your application:

umanitoba.ca/form/summer-camp-application