

Razor Management Inc.

Program Supervisor- Monarch Park Stadium, St. Pat's Field

Job title	<i>Program Supervisor B – MPS, STP</i>
Reports to	<i>Program Manager – MPS, STP, CTS</i>
Direct Reports	<i>Part-time Program and Seasonal Camp Staff – MPS</i>
Salary Range	<i>\$34,000-\$44,000/year</i>

Job Overview

As the Program Supervisor at Monarch Park Stadium you will be responsible for the day-to-day coordination and supervision of youth programming being delivered at Monarch Park Stadium, including the Morning Care Nutrition Program, After School Club, Camps, and other special events. This is a front-line position requiring strong interpersonal, leadership, and written and verbal communication skills as well as a willingness to learn and continue to upgrade skills while on the job.

Primary Duties and Responsibilities

- Facilitate and supervise the Morning Care Nutrition, After School Club, and Camp programs, including PA day camps, Holiday camps, March Break Camps, and Summer Camp.
- Perform program administration tasks, including being primarily responsible for part-time staff scheduling, part-time staff communication, coordinating school drop off and pick up schedules, and updating and monitoring member accounts.
- Contribute to, participate in, and facilitate staff training.
- Assist in conducting annual reviews for part-time program staff.
- Coordinate classroom/gym/pool permits as well as off-site excursions for all internal youth programs.
- Coordinate special events and promotional activities, including but not limited to program family events, school fun fairs, and local community events.
- Contribute content and ideas to program-related promotional materials, including but not limited to website, social media, postcards, flyers, and tv screens, member and employee apparel and prizing.
- Contribute to programming for specialty and multi-sport activities, including creating and maintaining activity library.
- Ensure all policies and procedures are being followed during program hours. Track and follow up on all disciplinary steps taken.
- Speak regularly with parents and care givers regarding member behaviour, activities, progress, and daily/weekly/monthly updates as required.
- Perform facility related tasks as scheduled, including cleaning, ordering supplies and equipment, performing front desk reception duties, and assisting with dome up/down.
- Special projects as assigned.

Required Skills and Experience

The position requires the following qualifications:

- Business, Sport/Recreation, Early Childhood Education, or other relevant post-secondary diploma/degree
- At least 2 years of work experience in a related field
- Certifications in First Aid/CPR are required; Food Handling certificate, NCCP, High Five are assets
- A clear vulnerable sector check is required

Work Schedule

Work schedule will include daytime and evening hours, with the occasional weekend shift, to be determined on a quarterly basis. Program Supervisors must maintain a high visibility presence on site during program hours and be available Monday-Friday between 7:00am and 6:00pm.

The facility supervisor's schedule may be adjusted from time to time to accommodate special events, meetings, and/or special supervision of specific user groups, to be determined on an ongoing basis.

The Program Supervisor will work primarily from Monarch Park Stadium and occasionally from St. Pat's Field.