



RECREATION PROGRAMMER - EXCEL
Financial Services

Title

Recreation Programmer - EXCEL Program, Financial Services

Scope of Responsibilities

The Recreation Programmer is responsible to oversee the programming, development and delivery of the Halifax Regional Centre for Education's EXCEL Programs. These programs include Before and After School Programs and provide recreational programming across multiple sites. The Recreation Programmer will guide the development of engaging programming to meet the needs and interests of registered students; monitor staff performance; assist on-site staff with programming, information and resources; develop and implement staff orientation, training and policy; address parent inquiries and concerns; and oversee the supply and programming budget. Working collaboratively within a team environment, the Recreation Programmer reports directly to Manager, EXCEL Program.

Competencies Required

The Recreation Programmer shall have the following competencies:

- (a) Demonstrated leadership skills with the ability to provide direction, support, coaching and training to staff;
- (b) Strong prioritization skills and the ability to effectively manage and organize daily, weekly and monthly tasks;
- (c) Strong knowledge of recreational programming and best practices and the ability to develop and implement programs at multiple sites;
- (d) The ability to evaluate staff and programs to provide suggestions for improvement;
- (e) The ability to assess students with additional needs and develop and implement necessary supports;
- (f) The ability to effectively manage an assigned budget;
- (g) A demonstrated commitment to client service and the ability to promote and foster quality front-line customer service;
- (h) The ability to analyze procedural and/or system problems, develop, recommend and implement solutions as appropriate;
- (i) A demonstrated understanding and commitment to inclusion;
- (j) The ability to demonstrate fair and sound judgment when coping with chaotic or conflict situations;
- (k) The ability to problem solve and render quick, precise decisions and mediate conflict;
- (l) The ability to apply knowledge and experience of health and safety requirements;
- (m) The ability to apply strong interpersonal, oral and written communication skills in performing routine inspections of sites and reporting, directing and following up with noted deficiencies;
- (n) The ability to utilize current technologies with an emphasis on computer programs including Microsoft Word, Excel, Outlook 365, and Google Workspace;
- (o) The ability to apply knowledge, experience and commitment in the areas of race relations, cross cultural understanding, human rights and diversity;
- (p) The ability to work and communicate effectively within the Halifax Regional Centre for Education including parents, staff, students, community members and external groups such as government agencies;
- (q) The ability to work effectively as part of a team;

- (r) The ability to promote and maintain confidentiality as the norm;
- (s) The desire and ability to engage in continuing education and professional development.

Qualifications

- (a) Degree in Recreational Management, Child & Youth Studies, Early Childhood Educator (ECE) Level 3 Classification or equivalent degree;
- (b) Minimum five (5) years experience in a recreational programming/child care management field;
- (c) Minimum three (3) years experience in a leadership role supervising twenty-five plus employees, preferably in a multi-site environment;
- (d) Valid First Aid / CPR certification;
- (e) Education and/or experience in human resources considered an asset;
- (f) Experience with inclusive policies considered an asset.

Specific Job Components

The Recreation Programmer shall perform tasks as assigned by the Manager - EXCEL. These tasks may vary, from time to time, with the evolution of the organization and may include but not be limited by the following:

- (a) Assist in creating appropriate programming and provide necessary resources for before and after school programs;
- (b) Conduct routine visits to all programs to observe and evaluate program delivery and structure including the completion of site evaluations;
- (c) Recruit, schedule, manage and assess external programmers annually;
- (d) Observe and assess staff performance and ensure procedures and standards are adhered to in all programs;
- (e) Provide site direction for staff development and input for evaluation of staff performance;
- (f) Liaise with Transition Teams, School Teams, Early Intensive Behavioural Intervention Program, and past service providers to ensure consistency in supports being offered to participants;
- (g) Discuss and/or meet with parents regarding child behavior issues, progressive discipline, progress reviews, etc. as reported from on-site staff;
- (h) Work collaboratively and contribute as a member of the EXCEL Management Team;
- (i) Develop behaviour support programs for identified students, monitoring effectiveness and modifying as required;
- (j) Mediate and manage staff conflict and performance issues;
- (k) Develop, implement and deliver training and orientation programs in areas such as behaviour management, behaviour support programs, bullying, managing conflict (staff/parents), Fundamental Movement Skills, High Five, etc.;
- (l) Provide documentation and reporting based on regular site visits, performance monitoring and incident/accident reports;
- (m) Develop and maintain promotional materials and handbooks for the programs;
- (n) Prepare and send weekly emails to Program Team Leaders that reinforce policies and practices, share new initiatives, and provide ongoing guidance and support;
- (o) Review and provide feedback on weekly program plans and monthly planners;
- (p) Conduct Annual Parent Satisfaction Surveys and recommend, develop and implement efficiencies and solutions to policies, procedures and systems as appropriate;
- (q) Other duties as required.