

## Job Information

Job title	<b>Program Leader II - Supervisor</b>	Job Code: RPL2SU	
Title of immediate supervisor	Program Technician, Programmer I or II		
Department/Division	Parks, Recreation & Community Services / Community Services		
Prepared by	M. Sheehan		
Date Created	April 2024	Revised date	

## Job Purpose

Under the general direction of a Programmer, the Program Leader II will provide leadership in the planning, supervision and evaluation of specific programs. The supervisor will be responsible for the overall operation of a specific program including staffing, volunteers, equipment and supplies, program planning, special events, facility scheduling, and other details to ensure a high-quality program.

## Duties and Responsibilities

- Plans and promotes programs.
- Participates in interviews, trains and supervises staff and/or volunteers.
- Plans and implements staff/volunteer training prior to the beginning of the program.
- Accountable for supply inventory, ordering and distribution.
- Responsible for budget maintenance.
- Assists in supervising staff/volunteers, handling problems and emergency situations.
- Assists in completing performance appraisals.
- Ensures overall quality of programs.
- Compiles comprehensive reports at the end of the program.
- Prepares written reports and compiles statistics.
- Maintains a safe and clean work environment.
- Performs other related duties as required.

## Qualifications

- Completion of Grade 12.
- Enrollment in a post-secondary program or possession of certificate(s) in related field is preferred.
- Six months experience in program planning & administration and working with target participants in a recreation-based setting, including staff supervision.
- Emergency First-Aid and CPR C.
- Proficient with word processing and email client systems.
- Employment is subject to provision of a satisfactory police information check with vulnerable sector check (PIC-VS). Renewal of PIC-VS is required per policy.

## Physical Requirements

Sufficient health, physical condition, strength, stamina and co-ordination to permit performance of duties.

## Working Conditions

Works in a variety of indoor and outdoor activity spaces.