

**GENERAL INFORMATION**

<b>Job Title:</b>	<b>Recreation Program Animator - Sports and Leagues</b>
<b>Department:</b>	Programming
<b>Date of Job Description:</b>	June 2024
<b>Immediate Supervisor:</b>	Program Manager

**JOB DESCRIPTION SUMMARY**

Under the supervision of the Program Manager, the Recreation Program Animator – Sports and Leagues works as part of the programming team to engage the community in various programs and activities offered at the Kahnawà:ke Youth Center. The animator is responsible for the planning, implementation, and evaluation of all sports programs and recreational leagues. The animator will help to maintain a safe playing facility, provide positive relationships, and promote a healthy active lifestyle.

**CORE RESPONSIBILITIES AND DUTIES**

<b>Core Responsibilities</b>	<b>Duties</b>
<b>To plan, develop, implement, and evaluate programs and events related to sports and recreational leagues</b>	<ul style="list-style-type: none"> <li>• To plan, develop, implement, and evaluate sports programs, recreational sports leagues, sports tournaments, summer sports camps, clinics, and outreach programs.</li> <li>• Provide coaching and referee duties when required for all sports programs, recreational sports leagues, sports tournaments, summer sports camps, clinics, and outreach programs.</li> <li>• Creates a positive atmosphere, which boosts self-esteem and general self-concept of all participants.</li> <li>• Oversees the growth and development of the leagues and programs.</li> <li>• Create opportunities for members to play competitively against other teams in a variety of sports.</li> <li>• Prepares and maintains proper facility/field conditions and pregame facility/field preparations.</li> <li>• Gauges interest of KYC members in activities and presents ideas for adapting programming to meet their interests.</li> <li>• Supervises youth, teens, and adults participating in programming activities.</li> <li>• Provides guidance and demonstrate appropriate interaction, teamwork and play methods.</li> <li>• Ensures safety precautions are adhered to and enforced related to programming activities.</li> <li>• Advocates an equal opportunity environment and implements practices supportive of diversity and ability. Adapts programming to varying levels depending on participants.</li> <li>• Encourages the use of Kanien’keha amongst participants and incorporates language into the programming.</li> <li>• Demonstrates ideals of a positive role model.</li> <li>• Encourages a positive attitude and healthy lifestyle to members.</li> </ul>

	<ul style="list-style-type: none"> <li>• Intervenes and implements tactics to provide a safe, harmonious environment for members, prohibiting negative behaviours such as bullying, etc.</li> </ul>
<b>To maintain, inspect, and repair facilities and equipment related to sports programming</b>	<ul style="list-style-type: none"> <li>• Maintains first aid kits and supplies</li> <li>• Regularly maintains all sports equipment and supplies to remain operational.</li> <li>• Regularly inspects all safety equipment including rock-climbing harnesses and hardware.</li> <li>• Develops procedures for the safe operation of all sports equipment and supplies.</li> </ul>
<b>To perform programming administration tasks.</b>	<ul style="list-style-type: none"> <li>• Provide overall leadership, supervision, and quality control to all sports programming.</li> <li>• Assist in recruiting volunteers for coaching, refereeing, and seasonal volunteers.</li> <li>• Handles emergencies that arise according to established protocols.</li> <li>• Updates and maintains files about programming activities.</li> <li>• Manages team registrations, schedules, statistics, and rules</li> <li>• Participate in orientation meetings and training clinics for coaches and officials.</li> <li>• Respond to all inquiries and related complaints in a professional manner.</li> <li>• Assists in maintaining a balanced budget and accepts responsibility for the generation of budget income to meet expenses.</li> <li>• Conduct surveys and write program summaries after each sports season or recreational tournament.</li> <li>• Completes documentation and reports such as incident and accident reports for events that occur. Ensures filing and follow-up.</li> <li>• Works with Social Media &amp; Communications Coordinator to promote and create awareness to maximize participation in activities.</li> <li>• Communicate with parents and/or guardians on any issues experienced with members.</li> <li>• Maintains close communication with program managers of all issues concerning the program area.</li> <li>• Networks with other community organizations on programming, planning and implementation of community events and initiatives. Participates as a KYC representative in community events as needed.</li> <li>• Offers feedback on KYC programs and activities with Programming Team.</li> <li>• Participates in staff orientations, weekly meetings and related training sessions.</li> </ul>
<b>Performs any other job-related duties as required by the Immediate Supervisor.</b>	

<b>ACCOUNTABILITY</b>
<ul style="list-style-type: none"> <li>• To act in emergency situations and make immediate decisions according to established safety protocols.</li> <li>• To provide a safe environment for KYC members to participate in programming activities.</li> <li>• To ensure the successful implementation of KYC programming.</li> <li>• To provide supervision and guidance to KYC members while they participate in programming activities.</li> <li>• To determine the most effective ways to organize KYC activities to maximize KYC member participation.</li> <li>• To decide on the best methods to promote KYC programming and activities to the community.</li> <li>• To gauge interests of the KYC members and develop ideas to adapt programming to meet those interests in conjunction with the Programming Team and Programs Managers</li> <li>• To project the lifestyle of positive role model.</li> <li>• To maintain confidentiality and adhere to KYC policies and procedures.</li> </ul>

### WORKING CONDITIONS

- 32.5 hours a week.
- Afternoon & evening schedule with some day and weekend hours required for community events and special activities throughout the year.
- Some activities require basic physical fitness levels and the ability to participate in sporting and recreational activities
- Exposure to outdoor weather conditions and the elements during field trips, community events, as well as other scheduled KYC activities.
- Moderate stress levels associated with working, refereeing, and interacting with children and adults in a supervisory capacity.

### QUALIFICATIONS

<b>Education and Experience Requirements</b>	<ul style="list-style-type: none"><li>• <b>Bachelor's Degree</b> in physical education, recreation, or related field with qualifications plus one (1) year of experience in a related position.</li><li>• <b>D.E.C.</b> in Community Recreation Leadership Training, Early Childhood Education, or related field plus two (2) years of experience in a related position.</li><li>• <b>High School Diploma</b>, plus four (4) years of experience coaching sports</li><li>• Sports program experience participating in or teaching various sports to children/adults or comparable experience.</li><li>• Current Certification in First Aid and CPR</li><li>• A valid driver's license is an asset</li><li>• Previous volunteer experience is preferable</li></ul>
<b>Knowledge, Skill, and Ability Requirements</b>	<ul style="list-style-type: none"><li>• Excellent communication and leadership skills</li><li>• Knowledge of coaching methods geared toward children and adults</li><li>• Experience in program development and planning</li><li>• Problem-solving skills</li><li>• Knowledge of computer programs (MS Office)</li><li>• Ability to work with children and adults at different levels of development</li><li>• Knowledge of the community of Kahnawà:ke awareness of youth, cultural and socio-economic issues facing the community</li><li>• Sensitivity and openness to cultural traditions, diversity, and willingness to adapt services to reflect cultural traditions and norms</li><li>• Lifestyle of a positive role model</li><li>• Strong interpersonal skills including tact, maturity and sensitivity to individuals and conditions in different cultural and organizational contexts</li><li>• Knowledge of Kanien'keha and French languages is an asset</li></ul>

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**Incumbent**

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**Date**

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**Immediate Supervisor**

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**Date**

\_\_\_\_\_  
**Director of Operations**

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**Date**