

GENERAL INFORMATION

Job Title:	Recreation Program Animator-Part-Time
Department:	Programming
Date of Job Description:	September 2024
Immediate Supervisor:	Program Managers

JOB DESCRIPTION SUMMARY

Under the supervision of the Program Manager, the Program Animator works as part of the programming team to engage the community in various programs and activities offered at the Kahnawà:ke Youth Center. The Program Animator acts as a positive role model, responsible for the day-to-day implementation of recreational, fitness and cultural activities promoting a healthy and active lifestyle.

CORE RESPONSIBILITIES AND DUTIES

Core Responsibilities	Duties
<p>To animate programs related to recreation, culture, education, fitness, and sports, in conjunction with the Programs Managers.</p>	<ul style="list-style-type: none"> • Participates in all aspects of KYC programming, such as after school program, and day trips. • Animates groups and individuals in recreational programs, outdoor recreation, arts & crafts, and traditional/cultural activities. • Gauges interest of KYC members in activities and presents ideas for adapting programming to meet the interests. • Supervises youth participating in programming activities. Provides guidance and demonstrates appropriate interaction, teamwork and play methods. • Handles emergency situations that arise according to established protocols. • Maintains an organized work area and ensures all programming areas/rooms are put in order at the end of each day. • Ensures safety precautions are adhered to and enforced related to programming activities. • Participates in planning of regular and special programming activities and submits ideas for special projects or activities. • Encourages the use of Kanien'keha amongst participants and incorporates language into the programming. • Demonstrates ideals of a positive role model. • Encourages a positive attitude and healthy lifestyle to members. • Assists in increasing the level of socialization amongst all participants. • Provides a safe environment for all to participate in organized group activities and programming. • Administers first aid treatment for minor injuries and accidents. • Intervenes and implements tactics to provide a safe, harmonious environment for members, prohibiting negative behaviours such as bullying, etc.
<p>To perform programming administration tasks.</p>	<ul style="list-style-type: none"> • Completes reports such as Incident and Accident reports for events that occur. Ensures filing and follow up. • Promotes and creates awareness to maximize participation in activities. • Communicates with parents and/or guardians on any issues experienced with members. Reports any incidents to immediate supervisor. • Offers feedback on KYC programs and activities with Programming Team. • Participates in staff orientations, meetings, and related training sessions.
<p>Performs any other job-related duties as required by the Immediate Supervisor.</p>	

ACCOUNTABILITY

- To act in emergency situations and make immediate decisions according to established safety protocols.
- To provide a safe environment for KYC members to participate in programming activities.
- To ensure the successful implementation of KYC programming.
- To provide supervision and guidance to KYC members while they participate in programming activities.
- 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
- To project the lifestyle of positive role model.
- To maintain confidentiality and adhere to KYC policies and procedures.

WORKING CONDITIONS

- 20 hours a week, Monday to Friday, with some evening and weekend work hours as well as extended hours required for regular monthly activities and special scheduled events 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, Winter Carnival and Mohawk Miles, as well as other scheduled KYC activities.
- Moderate stress levels associated with working and interacting with children and teens in a supervisory capacity.

QUALIFICATIONS

Experience Requirements	<ul style="list-style-type: none">• Enrolled in High School, CEGEP or Vocational Training
Knowledge, Skill, and Ability Requirements	<ul style="list-style-type: none">• Excellent communication and leadership skills• Knowledge of coaching methods geared toward children and/or youth.• Problem solving skills.• Ability to work with children at different levels of development.• Knowledge of the community of Kahnawà:ke awareness of youth, cultural and socio-economic issues facing the community• Sensitivity and openness to cultural traditions, diversity and willingness to adapt services to reflect cultural traditions and norms.• Lifestyle of a positive role model• Strong interpersonal skills including tact, maturity and sensitivity to individuals and conditions in different cultural and organizational contexts.• Knowledge of Kanien'keha and French languages are an asset

Incumbent

Date

Immediate Supervisor

Date

Director of Operations

Date