



## Program Supervisor – Learn to Skate

### The Opportunity

The Town of Grimsby is committed to building a future that welcomes innovative new ideas while protecting and preserving its distinct heritage. It is a place where leaders are committed to sustainability and honouring Grimsby's treasured natural setting. Grimsby has become a sought-after community where residents enjoy waterfront living, historic neighbourhoods, active living, and world class natural amenities. It is conveniently located in the Greater Toronto and Hamilton Area (GTHA) in a region that is home to Niagara wineries, agriculture, cuisine, and internationally recognized attractions.

### The Portfolio

Reporting to the Recreation Supervisor, Programs and Services, the Program Supervisor is to plan, organize, implement and evaluate the specified Town of Grimsby recreation program in accordance with the Departments policies, procedures and guidelines.

### The Candidate

As a candidate for this position, you are enrolled in secondary or post-secondary school, and are certified in Standard First Aid and CPR-C. You have attended Principles of Healthy Child Development/High Five training and have one (1) year of recent experience in leading recreation programs/classes. You demonstrate good decision-making skills and have a strong interest in working with children.

### Working for the Town of Grimsby

This is a seasonal part-time position working up to 24 hours per week. The Town of Grimsby offers candidates for this position a wage of **\$19.56 per hour**.

The Town supports the health and wellness of our employees; a commitment that is demonstrated through free access to Town recreation facilities for employees and flexible working arrangements.

### How to Apply

If you are excited by this opportunity, we are excited to hear from you!

We invite you to submit your application to [hr@grimsby.ca](mailto:hr@grimsby.ca) by **August 15, 2025, at 4:30 PM**. Please quote the posting number in the subject line. A full job description can be found below.

**Posting #: 40-2025**

*We thank all applicants for their interest, however only those selected for an interview will be contacted.*

*Consistent with our values and corporate culture, the Town of Grimsby is an equal opportunity employer committed to providing an inclusive, barrier-free recruitment and selection experience, and work environment. The Town of Grimsby will accommodate the needs of applicants under the Human Rights Code and Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment process up to the point of undue hardship. If you require accommodations, please contact Human Resources ([hr@grimsby.ca](mailto:hr@grimsby.ca)) to make appropriate arrangements.*

*The Town of Grimsby may use AI (Artificial Intelligence) in the recruitment process. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.*

*Be advised that the Town of Grimsby's Human Resources department frequently audits resumes of internal and external applicants to validate the accuracy and trustworthiness of information provided. Falsification of information provided at any time throughout the recruitment process may result in disqualification. Internal applicants may be subject to discipline up to and including termination.*



## **JOB POSTING**

# **Program Supervisor – Learn to Skate**

Community Services Department

### **Duties and Responsibilities:**

#### **1. Program Leadership (60%)**

- 1.1 Organize, conduct and document staff training meetings (approved by Recreation Supervisor, Programs and Services)
- 1.2 Supervise program leaders and volunteers during all program hours and maintain ongoing communication with staff ensuring a positive, professional and productive work environment
- 1.3 Conduct staff and volunteer evaluations as specified and report any staff discipline matters to the Recreation Supervisor, Programs and Services
- 1.4 Ensure that all staff, volunteers and program registrants are participating in the program in a safe manner and any safety or supervision issues are dealt with immediately
- 1.5 Ensure that daily site checks are completed and documented. Follow up with any concerns.
- 1.6 Be aware of all program policies and procedures and ensure that they are being adhered to (for example attendance policy, child management policy, code of conduct)
- 1.7 Address any program concerns in a professional and courteous manner seeking assistance from the Recreation Supervisor when needed
- 1.8 Have a comprehensive knowledge of all activities that are scheduled and ensure that staff are carrying out the program as outlined

#### **2. Program Planning (35%)**

- 2.1 Create a detailed plan for all hours of the programs which incorporates safety, healthy child development principles, and the themes and focus of the program
- 2.2 Ensure that program supplies are ample and in good working condition
- 2.3 Handle all administrative duties for the program including maintaining a budget of expenses, completing all requested documentation, preparing certificates and communications, and organizing any special arrangements or activities for the program
- 2.4 Prepare, organize and deliver staff resources such as manuals, schedules, staff uniforms, staff training dates, and other documents in coordination with the Recreation Supervisor, Programs and Services

#### **3. Administration (15%)**

- 3.1 Ensure all reports and forms are delivered according to the deadlines, such as pay sheets, incident reports, staff training components, statistic reports and program evaluations

3.2 Assist with advertising for the program and communicate any notices, changes and important information to parents

3.3 Prepare and deliver a final evaluation report

#### **4. Other**

4.1 Works in a safe manner in accordance with the Occupational Health and Safety Act, associated regulations, other applicable legislation, Town by-laws, policies, procedures, and guidelines.

4.2 Other related duties, as assigned

**The successful candidate will possess the following:**

#### **Education**

- Enrollment in secondary school or post-secondary school.

#### **License, Registration and Training**

- Current Standard First Aid and CPR-C.
- Principles of Healthy Child Development, High Five program.
- Police Vulnerable Sector Check (Level 3) to the satisfaction of the Town.

#### **Experience**

- Experience in the program subject area to be delivered (gymnastics, music programs, crafts)
- Experience working with specific age population as relevant to program delivery

#### **Knowledge/Skills/Abilities**

- Demonstrates good decision making and judgement
- Demonstrates a strong interest in children (or age demographic) and actively providing leadership
- Organized and attentive
- Good written communication skills
- Strong verbal communication skills

A combination of education, training, and experience may be considered.