

Head Monitor – Parks Program (Posting 2022-166)

Culture, Sports, Leisure and Community Development Department

Temporary Position – Open to internal and external applicants

Department mission

The mission of the Culture, Sports, Leisure and Community Development Department is to improve quality of life by promoting accessibility, participation, and integration of all citizens through the provision of excellent community, cultural, sports and recreational facilities, activities, and services.

Over the past forty summers, the Pointe-Claire Parks Program has been bringing summer fun, excitement and lifelong friendships into the lives of Pointe-Claire children aged from 6 to 16. This program, offered by the City of Pointe-Claire, keeps children busy with animated activities such as arts and crafts, inter-park challenges, athleticism and trips.

Responsibilities and goals associated with the position

The Head Monitor – Parks Program is responsible for planning, leading and participating in activities for children aged 6 to 16 years old. In addition, she or he must set an example for the monitors at all times. The Head Monitor assists the Supervisor in ensuring that all staff members follow the safety procedures in order to ensure the well-being of children attending the camp, and during all scheduled activities. The Head Monitor must attend and lead the training camp, and ensure that the principles taught there are applied throughout the summer. She or he must also report daily to her or his supervisor on the work of the employees, and submit a written report to the supervisor at the end of the summer.

Requirements

- Be a student minimally at the CEGEP or university level;
- At least one (1) year of experience as a Park Monitor (Leader);
- Bilingualism (French and English spoken and written);
- Good communicator with demonstrated enthusiasm for working with youth;
- Ability to work in a team setting;
- Organizational skills;
- Can adapt, open-mindedly, to various unforeseen situations;

Working Hours

The program runs from end of June to mid- August. The animators work from 9:30 a.m. to 12 p.m. (Monday to Friday) and 1 to 4:30 p.m. (Monday to Thursday). Evening activities will also be offered periodically throughout the summer.

Posting dates

January 11 to March 5, 2023

How to apply

To apply for this position, go to www.pointe-claire.ca/en/city/jobs/ and click on “See summer jobs”. You must submit your application no later than **March 5, 2023**.