



West Hants
something inspiring awaits

WEST HANTS REGIONAL MUNICIPALITY

JOB DESCRIPTION Recreation Program Leader

Position Title: Recreation Program Leader

Department/Division: Community Development

Reports To: Recreation Program Supervisor

Wage: \$17.80 per hour

Tentative work term: September 25, 2025 – May 30, 2026

Shift details: 5-10 hours per week, Saturdays and Sundays to cover various recreation programs.

Increased hours March 8-12, 2027, to provide March Break Camp.

Classification: Casual

Revision Date: August 2026

POSITION SUMMARY

Under the supervision of the Recreation Program Supervisor and the Recreation Program Team Lead, the Recreation Program Leader will assist with various types of recreation programming across the Municipality. Program Leaders are dynamic, versatile, and people-loving folks who can warmly welcome individuals and groups, lead a wide array of activities, all while maintaining a safe environment. Recreation Program Leaders must be able to work on weekends to facilitate programs located at the West Hants Sports Complex and/or at various locations throughout the Municipality. Shifts are mostly weekend hours with the occasional event or pop-up program during the week.

JOB DUTIES AND RESPONSIBILITIES

- Work with Recreation Program Supervisor, and other program and facility staff.
- Create welcoming environments to our diverse community members, providing high quality and inclusive programming, staying flexible and adaptable, and leading by example.
- Acts as a self-starter by independently initiating recreational activities, and engaging participants without direction.
- Supervise program participants in structured and unstructured play environments such as public skating, free turf play, community events, March Break Day Camp, etc.
- Lead inclusive games, activities, songs, crafts, drama and other recreational activities.
- Provide administrative support such as signing in participants, tracking and reporting.
- Organize and maintain equipment, and supplies, with safety being a priority.
- Attend and participate in training opportunities and staff meetings.
- Ensure the safety of participants by enforcing safety rules, inspecting equipment, facilities, and materials, etc.
- Contribute to the organization and operation of an effective and smoothly functioning program.
- Deliver excellent customer service skills with all program participants and facility users.
- Can work independently, with minimal supervision, to ensure assigned tasks get carried out in a timely manner.

- Other duties as assigned

JOB REQUIREMENTS

Required Qualifications:

- Intermediate Workplace First Aid and CPR-C/AED certification
- WHMIS or willingness to obtain
- Clean Vulnerable Sector and Child Abuse Registry Checks
- Valid driver's license considered an asset
- Reliable transportation to and from work locations

Knowledge:

- Knowledge of games, crafts, songs, drama, and sports activities for ages 5-12
- Knowledge of Healthy Child Development
- Knowledge of Risk Management
- Knowledge of Inclusion practices (such as adapting games and activities to include everyone, sensory reduction, person-first language, etc.)

Ability:

- To effectively follow policies, procedures and lead by example.
- To effectively communicate orally and in writing within a timely manner.
- To adapt programming and provide inclusive opportunities.
- Provide excellent customer service.
- To be outgoing and positive while representing West Hants Regional Municipality.

Personal Suitability:

- Professional, Dependable, Responsible
- Energetic, Motivated, Takes Initiative
- Team player, Creative
- Good Judgement, Safety Conscious
- Friendly, Patient, Inclusive

Qualified applicants are invited to submit their resume/CV and cover letter as one combined PDF document no later than Sunday, September 6, 2026.

Application Instructions:

- Combine your resume/CV and cover letter into **one PDF file**.
- Email the PDF directly to beinspiring@westhants.ca.
- Please Include "**Recreation Program Leader**" in the email subject line.
- **Shared links, Google Drive links, OneDrive links, Dropbox links, or other cloud storage links will not be accepted.** Attach the PDF file directly to your email.