



**West Hants**  
something inspiring awaits

## WEST HANTS REGIONAL MUNICIPALITY

### JOB DESCRIPTION Recreation Program Team Lead

**Position Title:** Recreation Program Team Lead

**Department/Division:** Community Development

**Reports To:** Recreation Program Supervisor

**Wage:** \$18.30 per hour

**Tentative work term:** September 7, 2026 – May 30, 2026

**Shift details:** 10-15 hours per week, Saturdays and Sundays to cover various recreation programs. Increased hours March 8-12, 2027 to provide March Break Camp supervision.

**Classification:** Casual

**Revision Date:** August 2026

#### POSITION SUMMARY

Under the supervision of the Recreation Program Supervisor, the Recreation Program Team Lead will assist with planning and leading various recreation programs across the Municipality for all ages and abilities. The Recreation Program Team Lead has strong organizational, communication, problem solving, conflict management, and time management skills. They are also dynamic, versatile, and people-loving folks who can foster a welcoming, safe, inclusive and accessible environment for all.

#### JOB DUTIES AND RESPONSIBILITIES

- Work collaboratively with the Recreation Program Supervisor, program staff, facility staff, volunteers, and community partners to support successful program delivery.
- Create welcoming, inclusive, and engaging environments for participants by providing high-quality programming, demonstrating flexibility, and leading by example.
- Communicate effectively and professionally with participants, parents/guardians, staff, and the public while providing exceptional customer service.
- Plan, organize, deliver, and evaluate recreational programs, activities, and community events to support continuous program improvement.
- Providing key assistance in planning, organizing, and supporting the March Break Day Camp.
- Assist the Recreation Program Supervisor with the training, motivation, supervision, and evaluation of Recreation Program Leaders and volunteers.
- Act as a self-starter by working independently, taking initiative, engaging participants, and identifying opportunities to enhance program delivery.
- Supervise participants in both structured and unstructured recreational settings, including community events, public skating, turf activities, and other recreation programs.
- Lead inclusive games, activities, crafts, songs, drama, and other recreational opportunities that encourage participation and engagement.
- Complete administrative duties including registrations, roster management, communications, reports, evaluations, payroll submissions, and other office procedures.

- Purchase and maintain program supplies and equipment, ensuring receipts are submitted and inventory is organized.
- Ensure participant safety by enforcing rules, inspecting equipment and facilities, maintaining safe environments, and following all health, safety, and emergency procedures.
- Attend and participate in required training sessions, professional development opportunities, and staff meetings.
- Perform other duties as assigned.

## **JOB REQUIREMENTS**

### **Qualifications:**

- Minimum two (2) years of experience in recreation, including program planning, implementation, registration, and participant communications.
- Experience developing and leading inclusive programs and activities for children and youth, including behavior guidance and inclusion practices.
- Experience supervising, coaching, and supporting staff and volunteers.
- Strong leadership, conflict resolution, organizational, and customer service skills.
- Intermediate Workplace First Aid and CPR-C/AED certification, or willingness to obtain.
- WHMIS certification, or willingness to obtain.
- Clean Vulnerable Sector and Child Abuse Registry Checks.
- A valid driver's license and access to a reliable vehicle, as regular travel is required.

### **Knowledge:**

- Knowledge of Microsoft Office, Outlook, Excel and online registration programs.
- Knowledge of Trauma Informed Care Principles and conflict resolution skills.
- Knowledge of Healthy Child Development
- Knowledge of Inclusion practices (such as adapting games and activities to include everyone, sensory reduction, person-first language, etc).

### **Ability:**

- To effectively follow policies and procedures.
- To effectively plan, implement and evaluate community programs.
- To effectively communicate orally and in writing within a timely manner.
- To adapt programming and provide inclusive opportunities.
- To be outgoing and positive while representing West Hants Regional Municipality.
- To easily begin and maintain conversation, while maintaining a professional demeanor.
- To provide excellent customer service.
- To lead by example.
- Must have valid driver's license.

### **Personal Suitability:**

- Professional, Responsible, Dependable, Consistent

- 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](mailto:beinspiring@westhants.ca).
- Please Include "**Recreation Program Team Lead**" 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.