



Summer Programs: Social Services Program Leader

Job Description: The Social Services Program Leader is responsible for leading, planning, implementing, evaluating, and communicating activities, capacity building skills and positive wellness opportunities for children ages 5-12 years old in the Town of Gibbons and surrounding communities.

Key Responsibilities:

- In consultation with the Child & Youth Worker, plan and implement quality programs; including sports, crafts, games, and educational opportunities geared towards capacity building activities that support prevention, mental wellness and basic life skills for children ages 5-12 years.
- Provide supervision and leadership to the Child & Youth worker as well as Fly program summer staff.
- Communicate efficiently with various groups such as: children, youth, parent/guardian, Town staff, partners, residents, and the surrounding community.
- Work alongside other summer staff and Town staff to solve problems, share resources, and coordinate tasks.
- Participate in team building environment and responding to program inquiries and concerns.
- Assist with the planning and implementation of Gibbons Canada Day Celebrations, Gibbons Pioneer Days Events, Gibbons Community in Bloom/Community Gardens, and other local special events for children and families.
- Market Gibbons Summer Programs through various means of communication; newsletters, social media, presentations, & word of mouth.
- Use digital tools and applications to organize and communicate information like statistics and reports to supervisors.
- Responsible for participant's safety; on the bus, on field trips, and during all other activities.
- Maintain a proper inventory of program supplies, materials, and equipment.
- Plan & implement the "Fostering Leadership in Youth" program to hire, train and evaluate volunteers.
- Follow all health and safety procedures as directed at all levels of government.
- Evaluate all summer programs identifying areas of success and areas for improvement and make recommendations for the following year.

Qualifications:

- Grade 12 Diploma by the end of June 2025
- Class 5 driver's license
- Completion or enrolment in a post secondary education program such as Recreation, Education, or in an applicable diploma/degree program would be considered an asset
- Standard First Aid, and CPR Level C or the willingness to obtain
- High 5 Principles of Healthy Child Development certificate would be considered an asset

Full-Time Seasonal position: 37.5 hours a week / Start Date: May 19, 2025. Apply with both a Resume and a Cover Letter, clearly stating which job(s) you are applying for, apply @ <https://www.gibbons.ca/town-hall/careers>

Applicants must be eligible for the Canada Summer Jobs Program funded by the Government of Canada. Eligibility requirements: Must be between 15-30 years of age at the beginning of the employment period and legally entitled to work in Canada. International students are not eligible.