



Job Description
Program Supervisors:
All Positions

All job functions of Program Supervisors will be carried out under the direction of the Assistant Program Coordinator, Program Coordinators, and Associate Director. The Supervisor will be expected to provide daily feedback to their respective Program Coordinator regarding all job functions and program development.

PROGRAM SUMMARY

MISSION - MINI U PROGRAMS:

1. Develops children and youth as educated leaders in physical activity for young people
2. Provides a context for experiential education of students in degree programs to develop, disseminate and discover the benefits of working with children and youth in the promotion of physical activity.
3. Provides excellent and inclusive recreation/sport and educational experiences to young people
4. Promotes the Faculty of Kinesiology and Recreation Management and the University of Manitoba as destinations for post-secondary education
5. Contributes to the creation and dissemination of physical activity knowledge.

Our Vision: To be recognized locally and nationally as a leader in providing evidence-based programs while actively collaborating in the creation and dissemination of physical activity knowledge. Mini U Programs develops excellent, innovative leaders and provides stimulating, quality programs for children and youth that reflect the values of inclusiveness, fair play and healthy development.

MISSION – JUNIOR BISONS:

To be the instructional and high-performance organization of choice for players and coaches who seek and promote personal and team development skills, while raising the level of awareness and competitive play in junior high, high school, club and league environments.

PROGRAM SUPERVISOR GENERAL RESPONSIBILITIES AND DUTIES

Coordination & Supervision of Programs

- Develop and assist Leaders in the development of program content and activities ensuring internal alignment with the mission and vision of Mini U Programs & Junior Bisons (where applicable).
- Develop and assist Leaders in the development of, age and activity appropriate, program curricula, lesson/ practice plans and specific learning outcomes.
- Oversee the assessment, tracking and reporting of specific learning outcomes.
- Closely monitor program content, providing detailed written and verbal evaluations to Leaders creating.
- Plan, organize, review, edit and implement program schedules ensuring age appropriateness and subject/rec activity ratios accurately reflect what is advertised.
- Attend, observe and evaluate programs weekly to ensure high quality instruction and activities are being achieved. Provide feedback and recommendations to Leaders and the Program Coordinator on an ongoing basis.
- With the Program Coordinator, coordinate the purchasing of camp supplies/materials, within designated budgets, needed for program lessons. Ensure all supplies are received and prepared prior to the start of program delivery.

Leadership & Management

- Attend various professional development and camp administration training sessions during the months of May & June.
- In collaboration with other administrative staff, overseeing the implementation of various policies, procedures and processes.
- Communicate with Leaders regarding important employment dates and the submission of required pre-camp certifications and documentation.
- Provide ongoing leadership to and directly supervise the performance of 10-30 Leaders. This includes weekly performance observation, creating written diaries on the strengths and areas of improvement and providing written as well as verbal evaluations and constructive feedback.
- Assist in the planning, coordinating and execution of Leader Orientation. This includes attending, participating in and facilitating orientation sessions that include presentations, group discussions and activities.
- Provide recommendations to the Program Coordinator regarding future Leader employment, outlining individuals as potential Supervisor candidates, rehires or do not hire.

Administration

- Actively contribute to the overall preparations of summer programming as assigned by the Associate Director and/or Program Coordinators.
- In collaboration with Administrative staff, edit and assist in the development of policy making via annual Leader manual review meetings.
- Communicate with University of Manitoba staff and departments regarding purchasing, finance, payroll, customer service, facilities, marketing and active living programs.
- Oversee the purchasing of camp supplies/materials within University of Manitoba policies ensuring expenses do not exceed budget allowances provided by the Program Coordinator and Associate Director.
- Submit a final program report of recommendations that evaluates programs, policies, procedures and camp functions. Include a detailed timeline to enable long-term ongoing job efficiency in the program.

- Ensure all office, activity and classroom spaces as well as camp supplies, materials and equipment are clean and left in their original state at the end of the summer. Collect room keys from Leaders where applicable.
- Ensure program information, computer files, camp supplies and all other Mini U Programs materials found in the Supervisors office are stored in appropriate storage areas and/or returned to the Program Coordinator.
- Actively contribute to other administrative needs (eg. scheduling, facilitating school groups, etc.) of the Mini U Programs as opportunities present and/or as assigned.

Customer Service

- Respond to customer inquiries (in-person, email and phone) regarding program content, staff, policies, schedules, activities and their overall satisfaction.
- Communicate with parents/guardians regarding: the medical and/or special needs of registered participants, their child’s behavior and children who are upset and/or ill.
- Contribute to the delivery of exceptional customer experiences by successfully caring for all children attending Mini U Programs and providing positive experiences for children, youth and their families while at the University of Manitoba.
- Communicate with children and youth regarding their experiences and behavior at camp. This includes helping young people find interests, enjoyable activities as well as facilitating learning opportunities and ways to change undesirable behavior.
- In collaboration with Administrative staff, oversee the supervision, safety and health of all children and youth attending the Mini U Programs. This includes: coordinating the proper signing in/out of children, tracking the attendance of all participants, facilitating safe activities, utilizing emergency first aid and CPR skills and working with first aid staff.
- Collaborate with the Customer Service Supervisors and Representatives while providing service and assisting customers through inquiries and concerns.

UNIQUE RESPONSIBILITIES PER POSITION ARE LISTED BELOW

CLASSROOM SUPERVISOR(S) ADDITIONAL RESPONSIBILITIES AND DUTIES

- Leadership of coach/classroom pre-leader week orientation.
- Leadership of all classroom lesson plan creation and curriculum alignment.
- Supervision of all classroom - based experiences and activities including discussing lesson plans, Intended learning outcomes, participant engagement and parent/ child concerns.
- Working in collaboration with program partners regarding lesson planning, equipment, facilities and hiring staff for programs for programs as assigned.
- Collaborate with external companies to ensure safety and program delivery during off campus recreation programming.

Purchasing

- Oversee all Grand & Toy orders needed by the Leadership team and/or Classroom Leaders as outlined by the Program Coordinator and UM policies and procedures.
- Coordinate purchasing of all supplies needed for execution of classroom-based lesson plans.

Busing

- Oversee, administer, and facilitate busing service to participants registered.
- Ensure all bus locations are assigned a leader.
- Organize and facilitate the training session for bus leaders.
- Prepare and circulate administrative materials required: class lists of children traveling on each bus, programs children are registered for, authorized pick up information, attendance trackers, etc.
- Oversee the execution of busing procedures and communication between Mini U staff (Bus leaders, Bus runners, Group Leaders, Supervisors).
- Record and report the daily attendance for all children using the bus service. Communicate information with respective Supervisors.
- Ensure authorized individuals have picked up all children using the bus service safely.

Substitutes & Volunteers

- Assist designated Program Coordinator in preparing and organizing summer substitute/volunteer plan.
- Obtain daily/weekly availability and contact information of staff and communicate to leadership team.
- Plan, coordinate and lead training for all staff. Substitute staff must complete the training prior to working with children.
- Evaluate and manage substitute performance weekly. This includes obtaining performance feedback from Leaders working with subs.

Lunch Bunch

- Review registrations (weekly) to confirm accuracy of information for labels and completed any corrections when required.
- Print lunch box labels (daily) and provide to administration team in preparation for daily opening duties.
- If Coordinator is absent, be responsible for phoning in the lunch bunch order to Aramark on Thursday morning or on any day there is a change needed.
- Ensure all lunches are delivered to participants daily.

Other

- Coordinate access to classroom space and circulation of keys to all classroom leaders where applicable.
- Coordinate equipment and supply moving to and from storage and classroom spaces.
- Other duties as assigned by the Director or Program Coordinators.

COACH SUPERVISOR(S) ADDITIONAL RESPONSIBILITIES AND DUTIES

- Leadership of coach/classroom pre-leader week orientation.
- Leadership of all coach practice plan creation and curriculum alignment. Consultation with Bisons Sports head coaches where applicable.
- Supervision of all sport program - based experiences and activities including discussing practice plans, skill-based progressions, intended learning outcomes, participant engagement and parent/ child concerns.

Sport Specific

- Ensuring all programs have access to all necessary sporting equipment (ie: volleyballs & basketballs, hockey pucks, cheerleading mats etc).
- Developing a recording / tracking system for all sport specific equipment.
- Development of training sessions specific to coaching and facilitation in programs.
- Collaboration with Bisons Sport regarding camps, space and equipment management.

One-Week Specialty Programs (I.e. AFR)

- Collaborate with Sport Manitoba regarding lesson planning, equipment, facilities and hiring staff for programs.
- Plan training sessions for external staff hired for one-week programs. Supervise the ongoing performance of these staff.
- Collaborate with external companies to ensure safety and program delivery during off campus recreation programming.

Leader Week

- Leadership and planning, in conjunction with the Associate Director, of 'mock morning'.

Other

- Coordination of pre camp set up with Physical Plant (netting, fencing, power).
- Responsible for renting and returning golf carts for the duration of the summer.
- Other duties as assigned by the Director or Program Coordinators.

EXPERIENCE SUPERVISOR(S) ADDITIONAL RESPONSIBILITIES AND DUTIES**Leader Week**

- Lead all general Leader week preparations (i.e. ensuring up to date schedule available for leaders, movement of equipment, set up of space etc).
- Space organization and booking (space and AV bookings, movement and set up of equipment etc).
- Leadership of all components of cohort wars.
- Leadership of Leader Quest, including planning & delivery.

Space & Equipment

- Leadership of arrival and departure process and communication of same.
- Coordinate and purchase all signage required for summer programs (program signs for the Fieldhouse, outdoor signage) as required by Program Director or Coordinator. Ensure all signs are changed to reflect current programming (weekly).
- Leadership of all field house/ directional signage set up. Coordinate with Recreational Supervisors to ensure a plan for movement of equipment.
- Lost and found management, clean up and donation prep.
- Ensure arrival and departure space is transitioned each week for changes in programming.

Tee Shirts

- Administer the distribution of t-shirts to all participants. Ensuring each child receives only one shirt.
- Organize and report t-shirt inventory throughout summer.

Banquet/ Olympics

- Together with the Associate Director, lead the planning and execution of the Banquet portion of staff appreciation.

Winnipeg School Division Subsidy

- Assist with the planning, preparation and administration of the Winnipeg School Division program:
- Create a list of participants and programs they are registered for prior to their arrival. Circulate this list to administration staff.
- Record and report the attendance of subsidy program participants' to the Program Coordinator.

RECREATION SUPERVISOR(S) RESPONSIBILITIES AND DUTIES

- Ensure recreational activity experience for participants matches our desired experience. Manage leader performance, space and equipment allocation accordingly.

Space & Equipment

- Support the planning and scheduling of all activity space. Ensure compliance with any capacity space management.
- Monitor safety of outdoor activities and perform in the moment schedule changes when weather/ air quality requires reduction in participation in outdoor activities.
- Management of the equipment garage, ordering and maintenance of equipment and updating / tracking equipment.
- Leadership of equipment garage leader.
- Coordinate and manage the bathing suit and towel supply in equipment garage and cleaning of same.
- Review, revise and distribute the Recreation Manual. This includes infusing the leadership model into recreational activities, creation of new games and adaptation for Covid safety needs.
- Determine cleaning and sanitization process and timing for all multi-use activity packages.
- Schedule leaders for camp set up and take down each day.
- During 'field house set up' determine process for moving equipment (Including bouncers, splunker etc.) to 'locked in' destinations. Coordinate timing with Experience Supervisors.
- Coordinate with Classroom Supervisor(s) to lead camp clean up and grotto organization.

Lunch Operations

- Assign a lunchroom to all program participants while ensuring compliance with any covid capacity restrictions.
- Create experience for 12+ participants to have more independent lunch break. Consult with AD.
- Communicate lunchroom assignments to all program staff, assign Program Supervisors lunchroom supervision duties and ensure their understanding of their role.
- Coordinate the daily cleaning of lunchrooms with Leader staff.

Leader Week

- Ensure leader week schedule is set up in Camp Time for all leaders to access
- Provide leadership to recreation leader coaching session pre-leader week, activity sessions during leader week.

Banquet/ Olympics

- Together with the Associate Director, lead the planning and execution of Mini U Olympics.

Other

- Other duties as assigned by the Director or Program Coordinators.

AQUATIC SUPERVISOR(S) RESPONSIBILITIES AND DUTIES

Aquatics

- Supervision of the program including discussing program, progression, and instructor concerns and comments with families on an ongoing basis. Providing first day support and performing lesson switches and program observation. Ensure all staff have completed adequate lesson plans and are following a natural progression from one lesson to the next.
- Ensure all staff awards are up to date and copies are filed and kept on hand.
- Ensure all first aid and rescue equipment is in working order and fully stocked.
- Assist with administrative task including but not limited to, making class lists, maintain ICS binder, answer emails and phone calls, submit payroll, schedule dry duties for leaders.
- Act as a lifeguard as needed/ scheduled.
- During summer months; ensure camp instructors are doing dry duties as assigned and provide feedback to other Mini U Programs Supervisors as necessary. Facilitate training sessions for Mini-U staff of pool procedures during orientation.

Risk Management

- Review health reports of all participants attending Mini U Programs. Plan and communicate with customers as necessary regarding the health and medical needs of participants registered prior to the start of their selected program.
- Complete facility evaluations, prior to session start dates, of all classroom and physical activity spaces used by the Mini U Programs. Facility evaluations should include: accessibility routes, safety, hazards, potential risks as well as reviewing and creating emergency exit routes identifying safe meeting places.
- Collaborate with the Special Needs Supervisor regarding the health information and care of children and youth with special needs registered for summer programs.
- Review and evaluate the completion of all accident report forms. This includes producing a weekly report (July & August) summarizing the types of accidents occurring, activities being used during the accident, area of the body injured, etc. for the Director and Aquatic Program Coordinator.

First Aid

- Supervise the performance of one summer First Aid staff (Athletic Therapy Students).
- Order and set up all necessary first aid equipment.
- Oversee the ongoing effectiveness and personal care provided to children and youth visiting the First Aid room.
- Forward original copies of completed accident report forms to the Deans Office – Faculty of Kinesiology and Recreation Management daily.
- In the event of an accident involving staff of the Mini U Programs, complete a 'Green Card' with appropriate signatures and submit to the U of M Health and Safety office no later than 24 hours after the incident.
- Oversee the annual set up of the summer first aid room, ensuring necessary report forms, supplies, materials, medications, sunscreens, etc. are stocked and an ongoing inventory is managed.

Other

- Other duties as assigned by the Director or Program Coordinators.

SPECIAL NEEDS SUPERVISOR RESPONSIBILITIES AND DUTIES

- Monitor all application forms for identification of children with special needs; acting as a liaison between the families and various related agencies (i.e. S.M.D., C.S.S., CFS)
- Contact parents / legal guardians of all children with special needs, for special considerations necessary for maximal program involvement (support workers, etc ...)
- Provide ongoing staff training as well as continuous provision of on - site staff support.
- Modify/create lesson and programming plans and specific learning outcomes for all special needs related programming.
- Assist in coordinating staff training seminars as assigned (ex. special needs, inclusion, behavior management).
- Assist staff with adapting lesson plans and activities to meet the needs of all children.
- Act as a liaison for children with special needs to other supervisors and leaders.

Other

- Other duties as assigned by the Director or Program Coordinators.