



PROGRAM SUPERVISOR

EMPLOYMENT INFORMATION AND APPLICATION FORM



**University
of Manitoba**

APPLICATIONS DUE JANUARY 14, 2026, 11:59 PM

MINI U & JR BISON PROGRAMS

Summer 2026

New and Returning* Supervisor Recruitment

Employment Information & Application Form



Please note that the application form link can be found at the bottom of this document.

OPPORTUNITY

We are seeking dynamic, results-driven leaders who excel in fast-paced environments. You will work closely with coordinators and the Associate Director to facilitate programs, manage administrative logistics, and ensure every child and staff member is set up for success.

QUALIFICATIONS

Education:

- Must be enrolled in, or a graduating student of a college or university.

Experience:

- Leading employees and/or volunteers.
- Leading children/youth in individual or group settings.
- Experience in physical activity settings as a leader.
- Minimum one year of experience with Mini U & Junior Bisons Programming

Skills & Abilities:

- Ability to model expectations and inspire action and confidently utilize public speaking skills.
- Demonstrated experience in relevant content areas (e.g., sports, aquatics, diverse needs, first aid) with the ability to lead active play and physical activity.
- Strong skills in scheduling, tracking, and organization, with effective personal time management.
- Ability to provide clear, honest oral and written feedback for peers and parents.
- Managing interpersonal conflict among staff and participants; coaching team performance.
- A commitment to creating meaningful experiences for families and responding to children and families with patience and care.
- Ability to consistently consider and ensure participant safety.
- All employees of Mini U and Junior Bisons must be comfortable working independently, in a busy, boisterous, and sometimes stressful environment.

CORE SUPERVISOR RESPONSIBILITIES

*These duties apply to **ALL** supervisor positions listed below.*

- Plan and execute staff training sessions.
- Schedule and supervise employees.
- Implement program operation plans.
- Manage interpersonal conflict and staff performance.
- Oversee participant behavior modification and leadership development.
- Ensure all programs are inclusive, safe and engaging.

POSITION DESCRIPTIONS

CONTENT SUPERVISORS

Wage: \$20.14/hr (Inc. Vac Pay) | Length of Employment: May 4 – Sept 8

Positions Available: 3 (2 Coach Supervisors, 1 Classroom Supervisor)

Content Supervisors lead our team of head coaches and classroom leaders who create and lead lessons and practice plans. They support program content delivery, assist, and execute training sessions and lead the performance of those delivering the lesson plans.

	Dates	Hours/Week	Schedule
Spring Training	May 4 – June 5	35 Hours	Monday – Friday: 8:30 AM – 4:30 PM
Summer Prep	June 8 – July 1	40 Hours	Monday – Friday: 8:00 AM – 5:00 PM
Summer Camp	July 2 – Sept 8	40 Hours	Monday – Friday: 8:00 AM – 5:00 PM

INCLUSION SUPERVISOR

Wage: \$20.14/hr (Inc. Vac Pay) | Length of Employment: May 4 – Sept 8

Positions Available: 1

The Inclusion Supervisor leads our team of Inclusion Leaders who provide one-on-one assistance to participants with diverse needs. They support individual participant experiences, assist, and execute training sessions and actively adapt programming and activities to best include participants.

	Dates	Hours/Week	Schedule
Spring Training	May 4 – June 5	35 Hours	Monday – Friday: 8:30 AM – 4:30 PM
Summer Prep	June 8 – July 1	40 Hours	Monday – Friday: 8:00 AM – 5:00 PM
Summer Camp	July 2 – Sept 8	40 Hours	Monday – Friday: 8:00 AM – 5:00 PM

EXPERIENCE SUPERVISORS

Wage: \$20.14/hr (Inc. Vac Pay) | Length of Employment: May 4 – Sept 8
Positions Available: 5 (1 Special Interest, 1-2 Sport Experience, 2 Recreation)

Experience Supervisors lead our team of assistant coaches / group leaders, assistant classroom / group leaders and recreation leaders. They support recreational program content delivery, assist and support the overall group experience.

	Dates	Hours/Week	Schedule
Spring Training	May 4 – June 5	35 Hours	Monday – Friday: 8:30 AM – 4:30 PM
Summer Prep	June 8 – July 1	40 Hours	Monday – Friday: 8:00 AM – 5:00 PM
Summer Camp	July 2 – Sept 8	40 Hours	Monday – Friday (Role Dependent): <ul style="list-style-type: none">• Special Interest: 7:00 AM – 4:00 PM (Supporting Bussing)• Sport Exp: 8:15 AM – 5:15 PM OR 8:30 AM – 5:30 PM• Recreation: 8:15 AM – 5:15 PM OR 8:30 AM – 5:30 PM <i>Schedule to be created with at minimum one month notice.</i>

Note: During Camp Operations, your shift is determined by your specific role.

Designated Weekend Shifts:

- **Sport Experience:** You will be scheduled to work **Saturday Aug 15 & Sunday Aug 16** (8am–4pm) with Monday Aug 17 and Tuesday Aug 18 off in lieu. *Schedule to be created with at minimum one month’s notice.*
- **Recreation:** You will be scheduled to work **Saturday Aug 15 & Sunday Aug 16** (3pm–10pm) with Mon/Tue off. *Schedule to be created with at minimum one month’s notice.*



CUSTOMER EXPERIENCE SUPERVISOR

Wage: \$20.14/hr (Inc. Vac Pay) | Length of Employment: May 4 – Sept 8
Positions Available: 1

The customer experience supervisor supports all programs and services by providing an exemplary customer experience. From their position in the Mini U Programs and Junior Bisons main office, they act as the first point of contact our teammates who need support, handle phone calls and respond to incoming emails from customers. They assist with making requested accommodations, assist and execute training sessions, and collect, organize, and share the personal information of participants with Leaders and Supervisors in accordance with university privacy policies. They will contribute greatly to the administration and customer service of the programs. They will assist the Greeting and Goodbye Leader each day with late drop-offs until 10:30am.

Additional Responsibilities:

- Grouplist preparation and troubleshooting.
- Plan and lead the daily "Greeting & Goodbye" process (camper drop-off and pick-up), ensuring a safe and efficient flow for families.

	Dates	Hours/Week	Schedule
Spring Training	May 4 – June 5	35 Hours	Monday – Friday: 8:30 AM – 4:30 PM
Summer Prep	June 8 – July 1	40 Hours	Monday – Friday: 8:00 AM – 5:00 PM
Summer Camp	July 2 – Sept 8	40 Hours	Sunday: 4 Hours (TBD)
			Mon – Thu: 7:15 AM – 4:15 PM
			Friday: 7:15 AM – 12:15 PM

Note: This position requires Sunday availability starting in July.

Risk Management Supervisor

Wage: \$20.14/hr (Inc. Vac Pay) | Length of Employment: May 4 – Sept 8

Positions Available: 1

This position requires someone with a current Standard First Aid & CPR-C certification. The Risk Management Supervisor leads the First Aid Leader. They assist the First Aid leader in leading all emergency medical responses.

Additional Responsibilities:

- Oversee camp-wide risk management, manage first aid supplies/inventory, and ensure proper documentation of all medical incidents.
- Lead parking operations and staff
- Participate in, plan, and execute training sessions (specifically First Aid & Safety).

	Dates	Hours/Week	Schedule
Spring Training	May 4 – June 5	35 Hours	Monday – Friday: 8:30 AM – 4:30 PM
Summer Prep	June 8 – July 1	40 Hours	Monday – Friday: 8:00 AM – 5:00 PM
Summer Camp	July 2 – Sept 8	40 Hours	Monday – Friday: 8:00 AM – 5:00 PM

APPLICATION DETAILS AND HIRING PROCESS

Deadline: Wednesday, January 14, 2026 at 11:59 PM.

A. New Supervisor Applicants

1. **Expression of Interest:** Complete the online application form (link below)
2. **Leadership Essay:** Submit a 1-page (single-spaced) essay on the topic below to Ashley.Gagnon@umanitoba.ca.
 - *Topic:* Describe a specific moment when you provided leadership to a group of staff, volunteers or peers. What about your approach made you successful? What did you learn from this experience that would benefit you in future leadership situations?
3. **Group Interview:** Selected candidates will participate in a group interview including other candidates and members of our full-time leadership team. The group interview has two components including facilitating a 15-minute activity related to a leadership topic assigned before the interview and a supervisory skill assessment facilitated by program coordinators and associate director, which may include question/answer, role-playing and problem solving scenarios.
 - **Interview Dates:**
 1. **Thursday, January 22, 2026:** 2:30 – 5:00 PM; 6:00 – 8:30 PM
 2. **Friday, January 23, 2026:** 9:30 – 12:00 PM

B. Returning Supervisor Applicants

1. **Expression of Interest:** Complete the online application form (link below).
2. **Individual Interview:** Attend a meeting with the Associate Director and a Program Coordinator to be scheduled based on candidate availability.

CLICK HERE TO APPLY

Or follow this link: umanitoba.ca/form/summer-camp-application

ACCOMMODATIONS

Applicants who would benefit from support or reasonable accommodations to the application process are invited to connect with Ashley Gagnon via email (Ashley.Gagnon@umanitoba.ca) to discuss their request.

EQUITY, DIVERSITY & INCLUSION

The University of Manitoba is committed to the principles of equity, diversity & inclusion and to promoting opportunities in hiring, promotion and tenure (where applicable) for systemically marginalized groups who have been excluded from full participation at the University and the larger community including Indigenous Peoples, women, racialized persons, persons with disabilities and those who identify as 2SLGBTQIA+ (Two Spirit, lesbian, gay, bisexual, trans, questioning, intersex, asexual and other diverse sexual identities). Preference will be given to underrepresented candidates. All candidates must be legally entitled to work in Canada, and are encouraged to declare on the application form if they identify as a member of an underrepresented group, such as, but not limited to, the ones mentioned above.