

Village of New Minas

Job Description

New Minas



Job Title: Leader In Training Program Coordinator

Work Location: Louis Millet Community Centre

Division/Department: Recreation

Reports to: Active Living Coordinator, Recreation & Community Development

Part Time: 10-week term, 1 position available

Hours: 40-45hrs/week

Start Date: June 16, 2025

Wage: \$18.50/hr

Essential Duties and Responsibilities:

Village of New Minas is a program coordinator to help plan and facilitate the Leader In Training (LIT) Program at the Louis Millet Community Centre. Reporting to the Active Living Coordinator, the LIT Coordinator is responsible for helping create and facilitate a comprehensive training program for youth who are interested in becoming recreation leaders in the community.

Responsibilities:

- Planning and facilitating a program that builds leadership skills aligned with the Village of New Minas Recreation Dept values and that facilitate growth and development in:
 - Movement & Physical Activity
 - Physical Literacy
 - Outdoor Play
 - Inclusion & Cultural Development
- Fostering positive relationships with youth ages 13-14
- Responsible for the care, supervision, and safety of all participants
- Submitting incident reports to supervisor
- Maintaining confidentiality
- Communicate needs to supervisor as appropriate
- Maintain positive relationships with teammates
- Attending development training and meetings as needed

Skills & Qualifications:

- Experience working with children and youth
- Experience planning and implementing programs
- Excellent communication and conflict resolution skills
- Academic experience/interest in recreation and/or education, leadership development and capacity building.

Additional Requirements:

- Available for program hours (7:30am to 5pm - Mon – Fri)
- Clear Vulnerable Sector Search
- Child Abuse Registry Check

Print Employee Name:

Employee signature:

Date:

Date Job Description Reviewed: January 15, 2025