

## Program Supervisor

**Employment Type:** Full-Time (35 hours/week)

**Wage:** \$18.50/hour

### Position Overview

The Program Supervisor supports the day-to-day operation of the Summer Program and provides direct supervision and leadership to Summer Camp Counselors. This position assists with program delivery, participant engagement, staff support, and ensuring a safe and positive environment for all participants.

### Key Responsibilities

- Supervise, mentor, and support Summer Camp Counselors in delivering daily activities and programs.
- Assist with planning and implementing recreational, educational, cultural, leadership, and life-skills activities.
- Facilitate daily team meetings, staff check-ins, and program briefings.
- Support behavior management and conflict resolution using positive and respectful approaches.
- Monitor attendance, participant engagement, and program quality.
- Ensure all health, safety, and supervision standards are followed.
- Assist with coordinating field trips, community outings, guest speakers, and special events.
- Foster an inclusive, welcoming, and respectful environment for children and youth.
- Maintain program records, reports, and incident documentation.
- Support the Summer Program Manager with administrative and operational responsibilities.

### Qualifications

- Experience supervising youth programs, camps, educational programs, or recreational activities.
- Strong leadership, communication, and interpersonal skills.
- Experience working with children and youth from diverse backgrounds.
- Ability to work independently and as part of a team.
- CPR/First Aid Certification required.
- Criminal Record Check and Child Abuse Registry Check required.

### Employment Requirements

- Legally entitled to work in Canada.
- Ability to work flexible hours, including occasional evenings and weekends.
- Commitment to fostering a safe, respectful, and inclusive environment.
- Strong understanding of diversity, equity, inclusion, and cultural sensitivity.

- Successful completion of a Criminal Record Check and Child Abuse Registry Check prior to employment.

### **Submission Instructions**

Interested applicants are invited to submit their resume and cover letter by email to:

[HR@rahmacyc.org](mailto:HR@rahmacyc.org)

Please include the position title in the subject line of your email.