

Job Opportunity: Recreation Programming Leader

The Recreation Programming Leader shall design, plan, promote, and deliver recreation programming - with focus on our Before and After School Program.

Terms of Employment

The position is a full-time unionized position, minimum 35 hours per week, with a split-shift schedule aligned with before and after school program times between 7:00 AM - 5:30 PM, September to June, and between 8:30 AM – 4:30 PM, July to August. The position, and therefore successful candidate, is expected to be flexible in hours worked to deliver programs. This position has a tentative start date of August 18, 2025 to connect with outgoing staff.

Compensation

The position's salary scale is \$42,615 to \$52,642 per annum, with progression annually within the scale. The Village provides contributions at 50% to group benefits and to the Nova Scotia Public Service Superannuation Plan (NSPSSP). Vacation provided is 10 business days, pro-rated to start date, with later progression based on years of service. Additional personal and sick time, as well as salary adjustments provided per the terms of the collective agreement.

Qualifications

- Post secondary education in recreation, community development, kinesiology or related field, and/or equivalent experience working with a large group(s) of children in a leadership or supervisory capacity
- Current CPR/first aid certificate or willing to obtain
- Strong organizational and communication skills
- Ability to multitask, stay calm under pressure, and lead by example
- Current food handler's course or willing to obtain
- A positive, professional, and team-oriented attitude
- Commitment to shift attendance to support program stability
- Successful completion of background checks (Child Abuse Registry, Criminal Record/Vulnerable Sector)

Responsibilities

- Lead and supervise a team of 4–5 staff daily
- Oversee the Before and After School Program (organizing daily plans, food preparation, child supervision, primary point of contact for the program with school and parents)
- Implement and manage daily activity schedules for Before and After School program

- Communicate respectfully and effectively with staff, parents, and school administration
- Promote respectful, inclusive, and positive interactions amongst students
- Collaborate with school staff to align with school policies and expectations
- Ability to plan and execute summer recreational programming during July/August
- Work in a summer day camp environment when coverage for summer staff is needed

Reports to: Director of Parks and Recreation

How to Apply

Submit your resume and a brief cover letter outlining your related education/experience to Haley Smith, Director of Parks and Recreation, by email to haley.smith@biblehill.ca, or in-person at the Village Office, 67 Pictou Road, Bible Hill.

Village of Bible Hill is committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you have questions or would like to request accommodation measures during any phase of the hiring process or as an employee, please notify us as soon as possible. Applications are welcome from all qualified persons, including individuals from historically underrepresented communities, including black racialized and indigenous peoples, members of 2SLGBTQIA+ community, newcomers to Canada and people with disabilities. Please note that only successful applicants will be contacted.

Application Deadline: July 23, 2025, at 4:30 PM, or until the position is filled