



COUNTY of ANNAPOLIS  
NATURALLY ROOTED

## Municipality of the County of Annapolis

### Recreation Services

#### **Position Job Description:     **Open Gym Physical Activity Leader (one per school)****

#### **Position Overview:**

The Open Gym Physical Activity Leader is responsible for creating open gym sessions at their associated school. These open gyms must be an all-inclusive space, that is safe and welcoming for all individuals and families. Open gym sessions provide opportunity for youth play and family engagement, through a balance of structured and unstructured physical activity. Food elements will be added to open gym sessions, this will vary depending on school. Leaders will be responsible for set-up, supervision and clean up, ensuring that gym space is left as it was prior to session.

The positions are ongoing, casual opportunities for individuals interested in working as Open Gym Physical Activity Leader at the following County of Annapolis locations:

- *Lawrencetown Community School*
- *Champlain Elementary School*
- *Clark Rutherford Memorial School*

Open gyms will be set nights weekly, gym sessions will typically fall between the times of 6:00-9:00pm. There is a possibility of gym one gym session occurring on Saturdays, time of session is open to discussion.

#### **Job Responsibilities:**

- Planning and facilitating an open gym sessions that align with the Nova Scotia Before & After Program values and that facilitate growth and development in:
  - Movement & Physical Activity
  - Physical Literacy
  - Outdoor Play
  - Inclusion & Cultural Development

#### Prepare gym space

- Plan one structured activity per open gym (sport, craft, or activity)
- Organize and arrange the gym layout.
- Set up all equipment for open gym.
- Set up food stand for individuals and families in need, set reasonable limits and rules for food.

#### Supervision

- Monitor play and activities during open gym sessions, ensuring a safe and welcoming

environment for all participants.

- Run the planned structured activity for each open gym session.
- Create and enforce necessary gym rules and procedures.
- Provide assistance and support for all individuals.

#### Clean up

- Ensure all participants have exited the gym and signed out.
- Clean up and store all gym equipment.
- Store all food items.
- Ensure participant statistics are recorded each night.
- Record and report any incidents necessary.

#### Overall responsibilities

- Acting as a role model and mentor for groups and individuals in a positive social environment.
- Ensuring overall safety of the children, families and other employees.
- Communicate needs to supervisor as appropriate.

### **Essential Criteria and Competencies**

#### **Minimum qualifications include:**

- Standard First Aid & CPR.
- WHMIS 2015.
- Must provide Child Abuse Registry Check or Vulnerable Sector Security Check prior to the start of employment.
- Minimum Grade 10 education.
- Available for program hours (6:00-9:00pm Mon-Fri) and Saturday (times are open to discussion).
- Reliable transportation to school work site(s)
- Academic experience in Early Childhood Educator or Recreation preferred (or equivalent)
- Experience working with, planning and implementing programs children/youth ages 4 years – 14 years
- High energy with a positive outlook with the passion for working with children/youth
- Possess strong interpersonal, organizational, communication and conflict resolution skills
- Enthusiastic individual who believes it is important to be physically active and have fun
- Ability to adapt and think quickly in stressful situations.
- Ability to work primarily in a team environment (of two) and/or independently.
- Volunteer or work experience that involves delivering recreation/physical activities to children/youth is considered an asset