

**TOWNSHIP OF NORTH HURON  
POSITION PROFILE**

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**Position Title:** Hockey For Fun Program Leader  
**Department:** Recreation Department  
**Report to Title:** North Huron Recreation & Fitness Supervisor

**Revised October 2024**

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Pay Range:	Band 2
Position Status:	Part Time Casual
Pay Method:	Hourly
Normal Work week:	1 – 2 hours/week as needed
Hours up to 40 hours in a week:	Paid at straight time
Hours greater than 40.0 hours in a week:	Paid at time and half
Location:	North Huron Westcast Community Complex Arena

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## **A- Position Description**

### **1. Scope of Position:**

The Hockey for Fun Leader plans, organizes and implements the Hockey for Fun Program for children ages 7 – 14 years.

The Hockey for Fun Leader reports to the North Huron Recreation and Fitness Supervisor

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### **2. Key Responsibilities**

- a) To provide supervision to children from the community that are registered for the Hockey for Fun program.
- b) To facilitate a healthy environment that enables children to put forth their best abilities
- c) To teach new skills, be a mentor and a role model to children by modelling appropriate behaviours and attitudes
- d) To provide age-appropriate activities, hockey skills and drills that promote basic hockey fundamentals in a non-competitive setting.
- e) To match ability and expectations to all types of skill levels.
- f) To be a caring mentor that will provide a stable, safe environment and continue to have a positive attitude.
- g) To help promote friendships and cooperation to promote unselfish attitudes and behaviours
- h) To maintain a professional attitude when dealing with other staff members and the public
- i) To make sure safety procedures are followed at all times
- j) To inform the supervisor of any problems that may arise
- k) To help plan and organize lessons/skills and drills/scrimmage for weekly sessions.
- l) To participate in all activities with a positive manner.
- m) To inform the supervisor of supplies that are needed
- n) To hand in pay sheets biweekly

### **3. Key Relationships**

#### *Internal*

Interactions with the North Huron Recreation & Fitness Supervisor ongoing

Interactions with the recreation and facilities staff at the NHWCC as required

Interactions with the Facilities Lead Hand and Facilities staff as required

Interactions with other Hockey for Fun/Recreational Program and PD Day Camp leaders as required

#### *External*

Public: Parents/Spectators at the Hockey for Fun program location.

**Strong interpersonal skills and communication skills are essential to perform this position competently**

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### **4. Decision Making Authority and Judgement Used**

This position mainly provides support for the Hockey for Fun programming at the North Huron Recreation Dept. There is little authority for independent decision making. If a decision is required outside their authority, they will consult the North Huron Recreation and Fitness Supervisor.

Judgement is required

- To prioritize the needs of the participants/registrants and ensure that those needs are being met
  - To provide guidance and assistance to participants
  - To ensure that safety procedures are being followed and the children are well supervised
  - To deal with members of the public (children and parents)
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### **5. Problems Solved**

Most of the duties performed by the Hockey for Fun Leader are in accordance with established policies and procedures under supervision. Normally the problems to be solved are predictable and require no research beyond established policies and procedures. The Leader is to inform the supervisor immediately when they encounter a problem.

The Hockey for Fun Leader is often in contact with parents of program participants. They must use judgement to ensure the person is handled promptly and professionally. If problems are more than knowledge of job, then the Leader is to direct all problems to the North Huron Recreation and Fitness Supervisor.

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### **B- Position Specifications**

The formal education, training, experience and other key skills of an individual must be evaluated simultaneously.

## 1. Formal Education

*Minimum education required:*

Secondary School/GED or equivalent (enrolled in or completed)

Post Secondary – in a field relating to recreational/leisure programs, children/youth, or equivalent considered an asset

Current First Aid and CPR

## 2. Experience

### Minimum Years Required

Previous experience supporting children

one year

Previous experience working in a recreational setting

considered an asset

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## 3. Other Key Skills

Knowledge and understanding of hockey (ability to demonstrate and teach skills, drills, rules, etc.)

Previous experience as a Hockey for Fun Leader or Day Camp Leader considered an asset

Good oral and written communication skills

Strong interpersonal skills

Self motivated and good time management skills

Organizational skills

Ability to work independently or with a team

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## C- Position Characteristics

### 1. Impact and Accountabilities

This is a support position so the impact on the organization is indirect. If the Hockey for Fun Leader is unable to show up to work, then it affects the children and other staff members. In such a case the program session would be postponed and re-scheduled for another date or participants would be refunded under the authorization of the North Huron Recreation and Fitness Supervisor.

This position is responsible for the program supplies needed

This position does not have a budget to follow

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### 2. Supervisory Responsibility

To ensure that all children are being properly supervised and all safety procedures are being followed to the best of their ability.

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## D- Working Conditions

## **1. Physical Effort and Environment**

The physical environment is an arena and an arena dressing room area.

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## **2. Mental Effort**

The mental strain resulting from the work of the Hockey for Fun Leader is manageable. The Leader may feel the effects from being on a skating ice surface and should take proper precautions to avoid any illness, injury or discomforts.