



Children's Movement Program

Job Title: Curriculum Coordinator

Recreation Services

Qualifications:

1. Minimum completion of third year toward a degree in physical education.
2. Current First Aid/CPR Certification.
3. Excellent leadership qualities.
4. Expertise in Movement Education.
5. Understanding and knowledge of the emergency action plan used in the event of an accident.
6. Previous experience with CMP is an asset.
7. Proven ability to deliver training to staff and volunteers.

Duties and Responsibilities:

1. Design, deliver, attend training workshops prior to the start of the CMP session.
2. Develop a working curriculum for CMP, including thematic outlines appropriate for children aged on through 12. Consult with the faculty supervisor for feedback and approval on the planned curriculum.
3. With the other coordinators and faculty supervisor, design and lead training workshop for instructors, apprentices, movement partners, and volunteers.
4. Develop, with the other coordinators and faculty supervisor, a protocol for staff to ensure that they are knowledgeable about safe use of equipment, gymnasium space, lesson planning, and responsibilities, etc.
5. Ensure that instructors know to enact the emergency action procedure in case of injury.
6. Create evaluation forms for parents/guardians, and for staff.
7. Review lesson plans weekly with the faculty supervisor and provide feedback to instructors regarding their lesson plans (which are submitted at CMP one week in advance), and floor plan.
8. Assist with set-up of equipment when needed.
9. Check safety of all equipment (set-ups).
10. Greet children and parents/guardians at the door.
11. Provide information to parents/guardians during CMP.
12. Assist instructors, apprentices, and movement partners when necessary.
13. Observe and evaluate lessons, and provide feedback at weekly meetings.
14. Answer questions/concerns posed by staff advisors, staff members, and parent/guardians.
15. Take staff attendance.
16. Assist with take-down of equipment.
17. Provide feedback to instructors regarding lesson plans, and observed lessons.
18. Organize and lead weekly meetings with staff regarding general areas of concern, important dates, special events, etc.
19. Obtain feedback throughout program from parents, children, and staff (create and summarize evaluations to review with staff).
20. Submit a final report to summarize program, including suggestions and ideas received from instructors and participants one week after the completion of CMP.
21. Create reference letters for volunteers.
22. Fill out equipment request form and hand it in at least 24 hours in advance.

Conditions of Employment:

1. Provide quality instruction and program to participants each week.
2. Represent CMP and Brock University professionally.
3. MUST attend all CMP classes.
4. Arrive for program on time.
5. Administer first aid when necessary.
6. Attend and participate in all meetings and training sessions.
7. All successful applicants who are Brock students and Ontario residents will be required to fill out a student profile for the purpose of obtaining OWSP funding. Employment is not conditional on eligibility status.
8. Brock University is required to meet compliance with the Accessibility Standards for Customer Service (Ontario Regulation 429/07). All Brock University Recreation Services student employees must complete the required online training module prior to commencing employment.

Applications available: December 3, 2012 by downloading the application form.

Application deadline: February 1, 2013, at the Welcome Desk, Walker Complex.