



JOB DESCRIPTION

TITLE: Recreation Leader III

DEPARTMENT: Recreation & Culture

LEVEL: Schedule "C"

Job Desc. Last Updated: Feb 2015

JOB SUMMARY

Under the supervision of a Recreation Coordinator, the incumbent will provide leadership that involves assisting Recreation Coordinators to promote, plan, implement, supervise, and evaluate a variety of recreational pursuits. The emphasis is on providing seasonal programs for participants of all ages and abilities. The programs are carried out at various playgrounds, community centres, schoolyards, and parks.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Assists recreation staff with planning, initiating, demonstrating, supervising, and evaluating a variety of recreational activities to accommodate groups of various ages and abilities.
2. Assists in organizing the necessary supplies and equipment including alternate arrangements to accommodate different levels of interest and ability and changing weather conditions.
3. Ensures the proper upkeep and storage of equipment and program supplies used within the program and at the respective locations the program visits. Maintains an inventory of required supplies.
4. Prepares and submits records and reports as required including recommendations on equipment and program procedures and best practices, and maintains program participant records.
6. Provides leadership and supervision to program staff and volunteers.

TYPICAL DUTIES AND RESPONSIBILITIES cont.

7. Ensures the program meets prescribed budget requirements and is accountable for weekly petty cash advances and completing the corresponding cash report.
8. Provides excellent customer service.
9. Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Demonstrated skills in leadership, specifically with children.

Good oral and written communication.

Ability to work effectively and tactfully with staff, volunteers, community organizations and the public.

Ability to plan, organize, and schedule a variety of recreational pursuits suitable for groups of various sizes and participants of various ages and abilities.

Ability to communicate with courtesy and tact in explaining or exchanging data or information.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

Completion of Grade 12.

1 year experience in instruction and planning of programs in a recreational environment, including experience as per the following:

- For Program Leaders assigned to Daycamps and Playgrounds, emphasis of experience must be working with children (ages 5 to 12).
- For Program Leaders assigned to Leaders in Training/Quest, emphasis of experience must be working with children (ages 12 to 18).
- For Program Leaders assigned to programs for people with special needs, emphasis of experience must be working with children with special needs (ages 5 to 18).

3 months' supervisory experience.

REQUIRED LICENCES, CERTIFICATES, AND REGISTRATIONS

Possession of a valid BC Class 4 unrestricted Driver's License is required (if assigned to a program requiring operation of a passenger bus).

REQUIRED LICENCES, CERTIFICATES, AND REGISTRATIONS cont.

Possession of a valid BC Class 5 Drivers Licence is required with access to private transportation (if assigned to Leaders in Training/Quest program).

Possession of valid Emergency or Standard First Aid and CPR “C” or “B” certificate from Red Cross or St. John Ambulance. Online certifications will not be accepted.

Satisfactory Criminal Record Check.

GENERAL STANDARDS

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health and Safety (OHS) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes in maintaining a respectful, safe, and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity, and fairness.

Adheres to City policies and objectives.

SIGNATURE

I have reviewed this job description.

Employee’s Name Employee’s Signature Date