

RECREATION PROGRAM LEADER

1. Nature and Scope of Work

This is front line recreation work performed in support of a variety of recreation and culture programs and events. An incumbent participates in leadership and instruction of various programs ranging from special events, camps and outdoor activities for children and youth. The work is performed under close supervision and according to specific instructions. The incumbent is expected to exercise tact and diplomacy in public contact but difficult and unusual situations are referred to a superior who reviews work for effectiveness and compliance with policies and procedures.

2. Illustrative Examples of Work

Assists staff engaged in instruction and leadership of a wide variety of recreational and after school programs, camps and other activities such as, child-minding, out-trips, support for special events, and youth centre programs.

Promotes interest and encourages participation in program and special event activities.

Monitors facility and equipment for safety, security and maintenance requirements; enforces rules and regulations, as required.

Performs related work as required.

3. Required Knowledge, Abilities, and Skills

Some knowledge of the fundamentals of program leadership and instruction for program participants of all ages including children and youth.

Some knowledge of the rules, regulations, procedures and policies governing the work.

Ability to assist in providing leadership and instruction for special events, programs, camps, playground activities and open recreation activities for program participants of all ages including children and youth.

Ability to deal effectively with program and event participants.

Ability to deal effectively with a variety of internal and external contacts.

Skill in the operation of equipment used in the work.

4. Desirable Training and Experience

Completion of Grade 10, plus some relevant experience; or an equivalent combination of training and experience.

5. Required Licenses, Certificates and Registrations

Standard First Aid and CPR – Level C.

Criminal Record Check.