



# Job Description

## Recreation Program Leader

Regional District of Central Kootenay

**TITLE OF IMMEDIATE SUPERVISOR:**

Recreation Services Supervisor, Junior Recreation Services Supervisor or Head Recreation & Fitness Leader depending on facility/location or program

**TITLE OF IMMEDIATE SUBORDINATES:**

Recreation Monitor, if assigned

**DEPARTMENT:**

COMMUNITY SERVICES – Recreation

---

**SUMMARY OF POSITION:**

Under the direction of the Recreation Services Supervisor, the Junior Recreation Services Supervisor or Head Recreation & Fitness Leader (dependent on facility/location & program) the Recreation Leader is responsible for the execution of recreation programs. The employee is responsible for the setup and takedown of equipment, participant attendance, general safety and overall enjoyment of the participants attending the program.

**ROLE AND RESPONSIBILITIES:**

As a member of the Recreation team, responsibilities include, but are not limited to:

1. Ensure designated areas are free of hazards and are safe to operate on a daily basis.
2. Role model appropriate behavior and use appropriate language at all times.
3. Enforce BC Work Safe and Occupational Health & Safety Guidelines at all times.
4. Do a daily inspection of the equipment to ensure all is in place and in good order prior to program start.
5. Provide first aid when needed.
6. Fill out all Incident or First Aid Reports and provide reports to the Head Recreation Leader as soon as possible.
7. Provide a fun, inclusive and non-competitive environment for program participants. Build rapport and meaningful relationships with participants during programs.
8. Implement pre-panned recreation program activities based on the program description and objectives provided.
9. Communicate to the supervisor any resources, training, equipment replacement, equipment purchases

or supplies needed to deliver recreation services in an innovative and developmentally appropriate environment.

10. Setup and take-down of program equipment each day.
11. Ensure all participants are registered and/or have paid drop-in fees.
12. Check wristbands if applicable or maintain attendance reports.
13. For children's programs, communicate behavior concerns with parent/guardian of children in a positive format. Fill out Incident reports when needed and discuss with supervisor as soon as possible.
14. Provide a high level of understanding to all participants with program concerns and feedback. Use positive behavior management styles to deal with challenging participant behaviors and communication exchanges.
15. Bring customer concerns, ideas and suggestions to the Head Recreation Leader to improve overall program services.
16. Remain flexible – willing to learn new skills.
17. Communicate via email, phone and in person with co-workers and supervisor.
18. Attend staff meetings and in services as scheduled.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Standard First Aid.
- Strong verbal communication skills, including excellent customer service skills.
- Ability to problem solve.
- Ability to work independently.
- A high level of creativity and flexibility
- Ability to lift up to 50 lbs.
- Satisfactory Criminal Record.

#### **PREFERRED QUALIFICATIONS**

- Training/certification that would provide knowledge regarding ages and physical and cognitive developmental stages (ie. HIGH FIVE)
- Recreation leadership training and/or previous experience working in a recreation facility
- Knowledge and proven skills building relationships with participants and dealing with behaviour management both with children and adults
- CPR-C
- Valid B.C. Driver's License and safe driving record.

#### **ACCEPTANCE:**

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

---

Employee Name

---

Employee Signature

---

Date

---

Employer Representative Name

---

Employer Representative Signature

---

Date