



**REGIONAL DISTRICT OF CENTRAL KOOTENAY**  
**Recreation Program Leader**  
**Nelson & District Community Complex**  
*Job Description*

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**TITLE OF IMMEDIATE SUPERVISOR:** Recreation Programmer

**TITLE OF IMMEDIATE SUBORDINATES:** N/A

**DEPARTMENT:** Community Services

**SHIFT/HOURS OF WORK:** Auxiliary, as and when needed

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**SUMMARY OF POSITION:**

Under the direction of the Recreation Programmer, the Program Leader is responsible for the supervision and instruction of recreation sport and leisure programs. The employee is responsible for the program planning, general safety and overall enjoyment of the patrons attending the program.

**DUTIES AND RESPONSIBILITIES:**

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 emergency 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 Recreation Supervisor as soon as possible
7. Provide a fun, inclusive and non-competitive environment for patrons. Build rapport and meaningful relationships with patrons during programs
8. Plan programs activities based on program descriptions provided by the Recreation Programmer
9. Communicate to the Recreation Programmer 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. Communicate behavior concerns with parent/guardian of children in the program 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 patrons with program concerns and feedback. Use positive behavior management styles to deal with challenging patron behaviors and communication exchanges
15. Bring customer concerns, ideas and suggestions to the Recreation Programmer to improve overall program services



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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
- Proficiency and confidence in working with children 0 – 18 years of age
- Ability to problem solve
- Ability to work independently
- Ability to lift up to 50 lbs.
- Satisfactory Criminal Record

**PREFERRED QUALIFICATIONS**

- Community coaching certification, early childhood credits or certification, education or other training/certification that would provide knowledge regarding ages and physical and cognitive developmental stages.
- Skills, expertise and experience leading recreational sport programs, inclusive games and/or arts and cultural programs
- Ability to demonstrate program planning skills and behavior management strategies

**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