



# Job Description

## Recreation Program Monitor

Regional District of Central Kootenay

**TITLE OF IMMEDIATE SUPERVISOR:** Head Recreation and Fitness Leader, or Junior Recreation Services Supervisor, or Camp supervisor, or Camp Leader, or Recreation Leader

**TITLE OF IMMEDIATE SUBORDINATES:** Could vary by assignment

**DEPARTMENT:** COMMUNITY SERVICES – Recreation

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### SUMMARY OF POSITION:

Under the direction of the Recreation Services Supervisor or designate, the Recreational Program Monitor is responsible for the set-up and delivery of a variety of recreational programs for all ages. The employee is responsible for the participating in all program activities, providing first aid, communicating safety concerns and dealing with patron behaviors during all schedule programs and shifts.

### DUTIES AND RESPONSIBILITIES:

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

1. Ensure a high level of safety for patrons attending the program
2. Enforce safety guidelines and communicate guidelines to patrons if behaviors need to be redirected.
3. Provide a fun, inclusive and non-competitive environment for patrons.
4. Provide a high level of service to program participants and parents
5. Follow the program plans and program operating guidelines provided by supervisors during all scheduled shifts.
6. Communicate program issues or incidents concerning patron behaviors with supervisors to ensure follow-up is provided.
7. Use only positive behavior management styles to deal with challenging patron behaviors during programs. Follow guidelines provided in the program operation guidelines.
8. Deliver and/or assist with First Aid when needed. Fill out all appropriate first aid forms and deliver to supervisor immediately.
9. Setup and take-down of program equipment each day.
10. Be dressed appropriately for all planned activities.
11. Be prepared to lead games and program activities with based on program guidelines and descriptions.
12. Be willing to learn and receive feedback from senior recreation staff.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Standard First Aid
- Strong verbal communication skills; including excellent customer service and public relation skills
- Able to lift up to 50 lbs.
- Ability to problem solve

- Proficient & confident working with people of all ages.
- Satisfactory Criminal 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