



JOB DESCRIPTION

TITLE: RECREATION LEADER I

DEPARTMENT: Recreation & Culture

LEVEL: Schedule "C"

Job Desc. Last Updated: Jan 2024

JOB SUMMARY

Under the supervision of senior recreation staff, the incumbent assists in the implementation and supervision of recreational programs for children and youth ages 5 – 18 years. The programs are carried out at various playgrounds, community centres, school yards, and parks. Work is largely routine but will vary according to the types of programs offered, the ages of the participants, and the facility.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Implements and demonstrates age appropriate games, arts, and crafts.
2. Ensures a safe environment for program participants.
3. Assists with supervision of program participants.
4. Assists senior leaders in planning activities.
5. Assists with upkeep and storage of equipment and supplies.
6. Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Ability to learn routine departmental procedures and to perform assigned tasks in accordance with established practices.

Ability to comprehend and carry out oral and written instructions.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES cont.

Ability to communicate with courtesy and tact in obtaining and/or handing out data or information.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

Applicants must be a minimum of 15 years of age.

Experience in recreation and/or community service as demonstrated by volunteer work or previous employment.

First aid and CPR training is preferred.

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 & Safety (OH&S) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes to 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.