



JOB DESCRIPTION

TITLE: Recreation Leader II - Inclusion

DEPARTMENT: Parks, Recreation & Culture

LEVEL: Schedule "C"

Job Desc. Last Updated: Jan 2022

JOB SUMMARY

Under the supervision of senior recreation staff, the Recreation Leader II – Inclusion, is responsible for successfully integrating a wide range of participants with diverse abilities into appropriate recreation camps and/or programs. This position provides direct supervision, activity adaptation, instruction and leadership to all campers with diverse abilities while promoting healthy lifestyle choices through the incorporation of physical activities and educational components.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Assists senior recreation staff with planning, promoting, and program operation of a variety of recreational activities and programs.
2. Provides leadership to and supervision of program participants and volunteers.
3. Prepares and submits accurate written records and reports relating to participants and maintains confidentiality with participants and parents.
4. Ensures the proper upkeep and storage of equipment.
5. 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.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES cont.

Ability to comprehend and carry out written and oral instructions.

Good customer service and interpersonal skills.

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 16 years of age.

Minimum 2 months' experience in a leadership role working directly with participants with behaviour difficulties, disabilities and additional support needs in a recreational, day camp or instructional setting.

Possession of a valid Emergency or Standard First Aid and CPR 'C' or 'B' certificate or equivalent. Online certifications will not be accepted.

Satisfactory Police Information 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.