



JOB DESCRIPTION

TITLE: RECREATION LEADER II

DEPARTMENT: Recreation & Culture

LEVEL: Schedule "C"

Job Desc. Last Updated: Jan 2022

JOB SUMMARY

Under the supervision of senior recreation staff, the duties are associated with recreational programs offered at various locations throughout the City. Work is largely routine but will vary according to the types of programs offered, the ages of the participants, the facility, and the particular requirements of the senior staff.

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 records and reports as required.
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.

Ability to comprehend and carry out written and oral instructions.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES cont.

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

May require specific experience in specialty areas depending on program assignment (e.g. working with people with diverse abilities).

MINIMUM TRAINING AND EXPERIENCE REQUIRED

Applicants must be a minimum of 16 years of age.

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

Minimum 2 months' experience in a leadership role.

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

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.