



RECREATION PROGRAM ASSISTANT (Student Position)

1. ORGANIZATIONAL RELATIONSHIPS

Reports to: Recreation Supervisor

Coordinates with: Recreation Programmer, Lifeguard / Instructors and other District Staff

2. KEY RESPONSIBILITIES

Under the direction of the Recreation Supervisor an employee in this position will assist in the planning, implementing and leading of community recreation programs and special events. These programs may include preschool, child, youth, adult and senior populations regardless of ages, stages and abilities. The duties may include, but are not limited to, such tasks as planning, promotion, volunteer/instructor coordination, leadership and evaluation.

- **General Duties:**

- Assists in the research, planning, and development of District's special events and programs that reflect the requirements of the community and meets District policies and guidelines
- Assists in the coordination and delivery of special events and programs that reflect the requirements of the community and meet District policies and guidelines
- Evaluates existing events and activities for use in the assessment of future programs
- Coordinates supplies, equipment and facilities required for events and activities
- Maintains accurate records / files of all events and activities
- Assists in the preparation of promotional materials such as brochures, flyers, posters, press releases and Leisure Guides
- Attends and participate in special events as directed
- Enforces rules and regulations and deals consistently and tactfully with group or individuals who fail to observe them
- Performs other related duties as required

3. REQUIRED QUALIFICATIONS

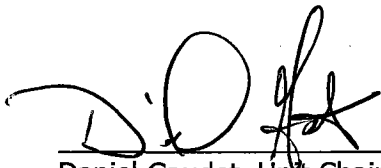
- General knowledge of the sports, recreation and fitness industry
- Working knowledge of principles, philosophy and objectives for carrying out community events and recreation / sports activities
- Ability to interpret and implement policies, guidelines and regulations appropriate to events and activities
- Ability to meet, deal tactfully and speak effectively in public situations and to show leadership; maintain control and exercise discipline with tact and diplomacy
- Ability to take initiative, exercise judgment and to work independently in the development, coordination and implementation of events and programs
- Ability to evaluate, prepare statistics and compile reports on events and programs
- Ability to operate a variety of office equipment and computer terminals and programs

4. REQUIRED LICENCES AND CERTIFICATES

- Completion of Grade 12
- Completion of one year of post secondary training in the field of recreation, education or administration or an equivalent combination of education or experience
- Valid Class 5 BC Driver's License
- Level 1 Occupational First Aid and CPR
- Criminal Record Check (as a condition of employment, the incumbent must be able to obtain and maintain a clear RCMP Reliability Status)

5. WORKING CONDITIONS

- As per the Collective Agreement, and Policies and Procedures of the District of Kent.
- Hours may vary from time to time
- Evening and weekend shift work may be involved.



Daniel Gaudet, Unit Chair CUPE 458

Date: Apr 16/2013



Wallace Mah, Chief Administrative Officer

Date: Apr. 16, 2013