



AUXILIARY RECREATION EMPLOYEES (SCHEDULE "B-4")

1. ORGANIZATIONAL RELATIONSHIPS

Reports to: Recreation Programmer or Designate

Coordinates with: Other Community Services & Projects Personnel

2. KEY RESPONSIBILITIES

Incumbents in these positions will deliver, lead and/or instruct a variety of programs and events within the Community Services and Projects Department.

Recreation staff in these positions will engage patrons, registered participants, and guests to enhance their recreation experience.

General Duties:

- a) Provide excellent customer service for individuals and/or groups who are participating in Recreation and Culture activities.
- b) Perform program setup and takedown of equipment and supplies.
- c) Perform janitorial duties before, during and immediately following the activity to ensure equipment is cleaned to facility standards.
- d) Report all accidents, incidents, customer complaints and comments to the Recreation Programmer, Designate, or Front Desk Staff.
- e) Assist in administering first aid and following emergency procedures.
- f) Perform inspections and report any defective or damaged equipment or facility space to the Recreation Programmer, Designate or Front Desk Staff.
- g) Implement health and safety regulations, policies, procedures and practices and ensure participants abide by them.
- h) Promote, and where necessary enforce, departmental rules and regulations in a consistent and tactful manner.
- i) Assist the Recreation Programmer or Designate in related program duties as requested.
- j) Perform general administrative duties as assigned.

3. GENERAL KNOWLEDGE, SKILLS AND ABILITIES

- a) Demonstrated leadership skills, enthusiasm, and positive attitude when working.
- b) Competence to lead a recreation program in a safe and effective manner.
- c) Ability to problem solve and provide exemplary customer service.
- d) Skilled to facilitate and/or supervise participants and ensure they are adhering to the facility and program rules.
- e) Ability to communicate effectively and represent the District of Kent in a professional manner.
- f) Competent to establish and maintain working relationships with officials, employees, and patrons in a team-oriented environment.
- g) Capability to administer first aid and provide the necessary care to patrons and staff, if required.
- h) Capacity to lift and move program related equipment.

4. RECREATION & CULTURE AUXILIARY POSITIONS

A) Facility Host

Acts as a facilitator for various recreation and culture programs such as drop-in activities, special events, and birthday parties. The Facility Host may also assist the Activity Leader in programs where a helper is required.

Program & Event Examples: Pickleball, Birthday Party Host, Soccer Referee, Canada Day, Halloween Spooktacular, Winter Night Lights.

Qualifications: Minimum of six (6) months' volunteer or work experience in a customer service environment.

B) Activity Leader

Acts as the Activity Leader for various recreation and culture programs including drop-in or registered activities and special events. In collaboration with the Recreation Programmer or Designate, plans, and organizes age-appropriate games, crafts, and circle time activities. Responsible for supervising participants in the program. May assist the Recreation & Culture Instructor 1 in programs where a helper is required.

Program & Event Examples: Spring & Winter Break Activities, Summer Camps, One Day Wonders, Canada Day, Halloween Spooktacular, Winter Night Lights.

Qualifications: Minimum of six (6) months' work experience leading children, youth, and/or adults in a recreation or education environment.

Required Certifications: "Move to Play" Training. Food Safe and HIGH FIVE are an asset.

C) Recreation & Culture Instructor 1

Acts as the Lead Instructor for entry level recreation and culture programs in area of expertise. Plans, organizes, and delivers lesson plans/recreation curriculum in conjunction with the Recreation Programmer or Designate. Communicates supply and equipment needs including costs and preferred supplier to the Recreation Programmer or Designate. Responsible for supervising participants in the program.

Program & Event Examples: Introduction to sport, art, dance, music, lifelong learning programs and the Agassiz Minor Soccer League. Demos or “Try It” classes at Canada Day, Family Day or other community events.

Qualifications: Minimum of one (1) year of continuous work experience, or combination of both related education, training, and work experience, instructing children, youth and/or adults in a recreation or education environment in area of interest.

Required Certifications:

Sport Programs: Minimum of NCCP Community Sport (Introductory Level) and “Move to Play” Training.

Art, Music, Dance and Design Programs: Minimum of enrollment in an Accredited Post-Secondary Creative Art Institution or equivalent education/training with a professional association.

Lifelong Learning Programs: Minimum of enrollment in an Accredited Post-Secondary Institution in area of specialty or equivalent education/training with professional association.

D) Recreation & Culture Instructor 2

Acts as the Lead Instructor for intermediate level recreation and culture programs in area of expertise. Plans, organizes, and delivers lesson plans/recreation curriculum in conjunction with the Recreation Programmer or Designate. Communicates supply and equipment needs including costs and preferred supplier to the Recreation Programmer or Designate. Responsible for supervising participants in the program.

Program & Event Examples: Intermediate sport, art, dance, music or lifelong learning program. Demos or “Try It” classes at Canada Day, Family Day or other community events.

Qualifications: Minimum of five (5) years of continuous work experience or combination of both related education, training and work experience instructing children, youth and/or adults in a recreation or education environment in area of interest.

Required Certifications:

Sport Programs: Minimum of NCCP Community Sport (Introductory Level) and “Move to Play” Training.

Art, Music, Dance and Design Programs: Graduation from an accredited Post-Secondary Creative Art Institution or equivalent training with registration in a related professional association.

Lifelong Learning Programs: Graduation from area of interest or equivalent training with registration in a related professional association.

5. WORKING CONDITIONS

As per the Collective Agreement, and Policies and Procedures of the District of Kent.

The hours will be varied, including evenings, weekends and holidays.

Note: All Auxiliary Recreation Employees will be required to obtain and maintain First Aid with CPR C (or equivalent) and a clear RCMP Police Information Check (Vulnerable Sector).