



JOB DESCRIPTION

Position: Recreation Program Team Member
Department: Community Services
Reports to: Supervisor of Recreation, Programs and Community Liaison

Position Summary:

Under the general supervision of the Supervisor of Recreation, Programs and Community Liaison and guidance of the Recreation Program Coordinator, the Recreation Program Team Member supports the execution of recreation programs, day camps, parties/corporate functions, and other department initiatives.

Goal Statement:

As a member of the municipal team, each employee will be responsible for serving the citizens of Strathroy-Caradoc by meeting the ratepayers' needs and expectations, striving to be the best in everything we do through attitude, training and creativity and representing the municipality as defined by council, as a strong, integrated organization dedicated to high quality, sustainable and viable services.

Duties and Responsibilities:

1. Direct supervision of participants ages 4 and older.
2. Assist with the planning, set-up and closing of recreation programs.
3. Lead the implementation of recreation programs.
4. Participate in scheduled staff meetings for the recreation staff team.
5. Responsible for specific duties pertaining to specific shifts (i.e. opening, closing, set-up, cleaning, etc.).
6. Participate in recreation staff training sessions.
7. Responsible for ensuring participant and recreation program staff safety through the application of due diligence and risk management practices. Ensure the safe operation of municipal recreation equipment and facilities by applying safe work methods and procedures.
8. Responsible for maintaining a high level of positive customer service by acting in a frontline service capacity dealing with participants, parents/guardians, and agency contacts.
9. Maintain positive relationships with staff, volunteers, participants, and stakeholders.
10. Complete recreation program related documentation such as: accident/incident reports, behaviour reports, and complaint reports as may be required.
11. May be required to work outside and beyond the normal hours of work.
12. Perform such other related duties as may be assigned from time to time.



Qualifications:

- ❑ Must be a minimum of 16 years of age or older.
- ❑ Certified in First Aid and CPR an asset.
- ❑ Knowledge of the methods, procedures, principles and practices involved in the operations of a recreation program an asset.
- ❑ Recreation program experience preferred.
- ❑ Valid class "G" Ontario's Driver's License considered an asset.
- ❑ Exceptional customer service, communication and interpersonal skills
- ❑ Provide a satisfactory Vulnerable Sector Check.

PREPARED BY: William Versloot

APPROVED BY: Greg McClinchey

UPDATED: November 2018

SUPERSEDES DATE: NA