



## **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 and/or Camp Directors, 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 is responsible for serving the citizens of Strathroy-Caradoc by meeting the ratepayers' needs and expectations, as articulated by Council, by striving to be the best in everything we do through attitude, training and creativity, and for representing the Municipality as a strong, integrated organization dedicated to quality, sustainable and viable services.

### **Duties and Responsibilities:**

- Direct supervision of program participants of all ages.
- 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.
- Assist with the planning, set-up and closing of recreation, party packages and/or day camp programs.
- Lead the implementation of recreation, party packages and/or day camp programs.
- Follow Child Protection policies (ie. Sign in/out, check photo ID, etc.)
- Participate in scheduled staff meetings for the recreation staff team.
- Responsible for specific duties pertaining to specific shifts (i.e. opening, closing, set-up, cleaning, etc.).
- Participate in recreation staff training sessions and/or day camp staff training week.
- 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.



- Maintain positive relationships with staff, volunteers, participants, and stakeholders.
- Complete recreation program related documentation such as: accident/incident reports, behaviour reports, and complaint reports as may be required.
- May be required to work outside and beyond the normal hours of work.
- Perform such other related duties as may be assigned from time to time.

**Qualifications:**

- ❑ Knowledge of the methods, procedures, principles and practices involved in the operations of a recreation program an asset.
- ❑ Recreation program experience preferred.
- ❑ Certified in First Aid and CPR, or willing to obtain certification prior to starting employment.
- ❑ Valid class “G” Ontario driver’s licence or equivalent considered an asset.
- ❑ Exceptional customer service, communication and interpersonal skills.
- ❑ Provide a satisfactory Vulnerable Sector Check prior to starting employment.

**PREPARED BY:** William Versloot

**APPROVED BY:** Greg McClinchey

**UPDATED:** August 2019

**SUPERSEDES DATE:** February 2019