



JOB DESCRIPTION

Community Program Facilitator

Department	Community Services
Hours of Work	Part-Time (30 hours a week)
Rate of Pay	\$28.09 after Probation

POSITION SUMMARY:

Under the general supervision of the Community Program Coordinator, Community Recreation Programmer or designate the Community Program Facilitator is responsible for the site supervision and leading of a variety of drop in and pre-registered recreation activities for all ages. Programming includes summer camps, non- instructional days, and free events. Working hours are scheduled throughout the week, including evenings and weekends, including non-instructional days, school breaks, and statutory holidays.

KEY DUTIES PERFORMED:

1. Responsible for implementation of programs, including opening/closing buildings, setting up, and post-program clean up as necessary. Monitors Recreation Program facilities and equipment for safety, cleanliness, and security.
2. Performs office-related tasks including but not limited to program registration, class tracking, report writing, scheduling of facility use, and minute taking using Microsoft Office.
3. Assist with planning, developing, scheduling, and implementing a variety of specified recreation programs and seasonal events.
4. Manage cash and electronic transactions for Recreation Programs.

REQUIRED KNOWLEDGE, ABILITIES & SKILLS:

1. Valid Class 5 driver's license.
2. Ability to transport program supplies to site.
3. Proficient and knowledgeable in computer usage, specifically the Microsoft Office Suite and Adobe Acrobat and knowledge of recreation software program.
4. OFA Level 1 (or equivalent) with CPR C and AED Certification
5. Satisfactory Criminal Record Search with Vulnerable Sector.
6. The ability to perform all of the duties outlined in a safe manner following established Facility Procedures, Occupational, Health & Safety Rules, Violence in the Workplace policies and WorkSafeBC Regulations, i.e. WHMIS, T.D.G.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS:

1. Knowledge of community recreation, fitness or aquatics.

2. Experience with school-aged children.
3. Certification(s) relating to all sports such as, but not limited to ice sports, gymnastics, dance, soccer baseball, volleyball, basketball, extreme sports, climbing wall, fitness and aquatics are assets.
4. Minimum of one year participation or coaching or assistant coaching within a sport discipline.
5. NCCP certification in a specific sport.
6. High Five - Principles of Healthy Child Development Certificate.

NOTE: The duties listed are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of the duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work.