



JOB DESCRIPTION

Community Program Attendant Lead

Department	Community Services	Reports To	Community Program Coordinator
Directly Supervises	N/A		
Indirectly Supervises	N/A		
Union	CUPE 2403		

POSITION SUMMARY:

Under the direction of the Community Program Coordinator or designate, the Community Program Attendant Lead oversees recreation activities, including monitoring drop-in programs, and instructing recreation programs, activities, and camps. This position operates with minimal supervision, develops lessons plans, assists with planning programming, and leads other staff and contractors.

Working hours are scheduled from Saturday to Friday, days, evenings, and weekends, including non-instructional days, school breaks, and statutory holidays.

KEY DUTIES PERFORMED:

1. Program Delivery & Supervision

- a. Responsible for supervision and implementation of drop-in programs, including opening and closing of building, setting up, and post-program clean up as necessary.
- b. Supervise and instruct registered programs including sport programs, recreation activities, camps, the After School Sport and Art Initiative (ASSAI), and other departmental activities and events.
- c. Create lesson plans for registered and drop-in programs when required.
- d. Lead other recreation staff and contractors to ensure programs and facilities operate safely and efficiently.

2. Program Planning & Knowledge

- a. Assist with planning, developing, and scheduling recreation programs and seasonal events.
- b. Must have a good working knowledge of recreation programs and delivery systems.

3. Facility & Activity Operations

- a. Monitors recreation program facilities and equipment for safety, cleanliness, and security.
- b. Perform routine cleaning throughout recreation facilities.

4. Customer Service & Transactions

- a. Establishes and maintains a high caliber of customer service within the department.
- b. Managing cash and electronic transactions for recreation program activities.

5. Health & Safety Responsibilities

All employees are responsible for helping to maintain a safe and healthy workplace. In this role, you are expected to:

- a. Take reasonable care to protect your own health and safety and the health and safety of others.
- b. Follow all Occupational Health & Safety (OHS) policies, procedures, regulations, and instructions.
- c. Perform your work according to established safe work practices.
- d. Use and wear required personal protective equipment (PPE) and safety devices.
- e. Avoid unsafe behaviour that could put yourself or others at risk and ensure you are fit for work and not impaired.
- f. Report to your supervisor any unsafe conditions, hazards, damaged or missing safety equipment, or violations of safety rules.
- g. Cooperate with workplace safety committees, safety representatives, and WorkSafeBC Officers as required.

REQUIRED KNOWLEDGE, ABILITIES & SKILLS:

1. Valid driver's licence and ability to transport program supplies to site.
2. Minimum 1 year experience working in community recreation or sports programs.
3. Experience working with school-aged children.
4. Proficient and knowledgeable in computer usage, specifically the Microsoft Office Suite and Adobe Acrobat, and knowledge of recreation registration software.
5. OFA Level 1 (or equivalent) with CPR C and AED Certification.
6. Satisfactory Criminal Record Search with Vulnerable Sector.
7. Physical agility and ability to complete duties requiring physical effort.
8. 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 W.C.B. Regulations, i.e. WHMIS, T.D.G.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS:

1. Knowledge or coaching certification in sports such as ice sports, gymnastics, dance, pickleball, badminton, soccer, baseball, volleyball, basketball, extreme sports, or fitness.
2. High Five: Principles of Healthy Child Development Certification.

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.