



## JOB DESCRIPTION

### Community Program Instructor

<b>Department</b>	Community Services	<b>Reports To</b>	Community Culture & Recreation Manager, Community Program Coordinator
<b>Directly Supervises</b>	N/A		
<b>Indirectly Supervises</b>	N/A		
<b>Hours of Work</b>	Casual, Part-Time		
<b>Union</b>	CUPE 2403		
<b>Approval/Review Date</b>	TBA	<b>Job Grade</b>	TBA

#### **POSITION SUMMARY:**

Under the direction of the Community Culture & Recreation Manager, Community Program Coordinator or designate, the Community Program Instructor oversees recreation activities, including gym monitoring and instructs drop-in programs, sports programs, and camps. The instructor will operate with minimal supervision, may occasionally develop lessons plans or lead other staff.

Working hours are scheduled from Saturday to Friday, evenings and weekends.

#### **KEY DUTIES PERFORMED:**

1. Supervise and assist with drop-in programs including sport programs, camps, the After School Sport and Art Initiative (ASSAI) and other recreational activities.
2. Instruct the ASSAI program, ensuring the effective facilitation of both sport and art/crafting components. Additional responsibility include the preparation and set-up of snacks for participants.
3. When required the Recreation Program Instructor will create lesson plans for the program.
4. Program Instructors are responsible for supervision during the program, implementation of the program including opening and closing of building, setting up, and post-program clean up as necessary.
5. Monitors Recreation Program facilities and equipment for safety, cleanliness, and security.
6. Must have a good working knowledge of recreation programs and delivery systems.
7. Establishes and maintains a high caliber of customer service within the department.
8. Managing cash and electronic transactions for recreation program activities.

#### **REQUIRED KNOWLEDGE, ABILITIES & SKILLS:**

1. Must have a minimum of a valid Class 5 Driver's License.
2. Minimum of 1-year related experience in program implementation.
3. Satisfactory Criminal Record/Vulnerable Sector Check through the RCMP.

4. OFA Level 1 (or equivalent) with CPR C and AED Certification
5. The ability to perform all the duties outlined in a safe manner following established Facility Procedures, Occupational, Health & Safety Rules, Violence in the Workplace policies and WorkSafe BC Regulations, i.e. WHMIS, T.D.G.
6. High Five: Principles of Healthy Child Development certification.

**DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS:**

1. Superior administration, communication, facilitation, and organizational skills.
2. Knowledge of community recreation, fitness, or aquatics.
3. 1 year participation, coaching or assistant coaching within a sport discipline.
4. 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.
5. NCCP certification in a specific sport.

**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.