

**ESQUIMALT
POSITION DESCRIPTION**

Position No.: 572
Effective Date: January 14, 2022

2022

Position Title:	Program Leader
Department/Division/Section:	Parks and Recreation/Recreation

POSITION FUNCTION

Prepare, and run safe, fun activities and games and support program staff as required.

KEY DUTIES

Greet patrons in a courteous and tactful manner; facilitate the use of large inflatables and slides; conduct games and activities; assist patrons in the various activities and games associated with the swim and/or event; ensure a safe environment; liaise with Building Maintenance staff and other pertinent program staff. Clean up the program area after activities, leaving it in the state in which it was found.

Perform related duties where qualified.

INDEPENDENCE

Work is generated by Supervisor and performed according to established routine.
Work is reviewed by supervisor
Issues such as required supplies; incidents/accidents, serious complaints from patrons and schedule changes are referred to supervisor.

WORKING CONDITIONS**Physical Effort:**

Prolonged standing and walking on cement floors (continuous)

Mental Effort:

Extended periods of intense concentration (continuous).

Visual/Auditory Effort:

Normal.

Work Environment:

Recreation Centre including but not limited to:
Gym, Classroom, Pool Deck, Pool, outdoor facilities/parks
Exposure to humidity, germs, noisy environment; walk on slippery deck.

KEY SKILLS AND ABILITIES

Deal with the public in a courteous and tactful manner.
Communicate effectively
Understand and discuss job related matters.
Understand and apply the principles of safety supervision and prevention.

QUALIFICATIONS**Formal Education, Training and Occupational Certification:**

Partial High School.

2.

Standard First Aid (16 hours)

Additional qualification where stated in Job Posting

Experience:

Not required.

or an equivalent combination of education and experience.

OTHER

Length of time to become familiar with job duties and responsibilities: varied, depending on qualifications.

May be requested to substitute in a more senior position.

Approved by Jeff Byron, Manager of Recreation

January 12, 2022