

ESQUIMALT
POSITION DESCRIPTION

Position No.: 3070
Effective Date: 15 March 1995

Position Title:	Recreation Instructor
Department/Division/Section:	Parks and Recreation/Recreation

POSITION FUNCTION

Prepare and conduct educational activities patrons registered in recreation programs.

KEY DUTIES

Prepare lesson plans; set up classroom and assemble equipment; select appropriate books and tapes from the public library; purchase supplies; create and organize visual aids; prepare arts and crafts activities such as paints; recommend ideas for new programs.

Greet patrons; conduct classes and activities; assist patrons in the various activities associated with the program; ensure a safe environment; liaise with Building Maintenance staff and other pertinent program staff; assist Coordinators in course/program evaluation process.

Clean up room after course, leaving it in the state in which it was found.

Perform related duties where qualified.

INDEPENDENCE

Work is generated by program registrations and performed according to established routine.

Work is reviewed by supervisor.

Issues such as purchase of equipment, ideas for new programs and schedule changes are referred to supervisor.

WORKING CONDITIONS**Physical Effort:**

Lift and move heavy program supplies (occasional)

Mental Effort:

Deal with multiple requests for attention. (continuous)

Visual/Auditory Effort:

Normal.

Work Environment:

Recreation Centre, Sports Centre, classrooms.

KEY SKILLS AND ABILITIES

Understand and apply education practices.

Communicate effectively verbally.

Deal with the public in a courteous and tactful manner.

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

High school graduation.

Certificates relevant to course/program content.

First Aid Certificate. (8 hours)

Experience:

Up to 6 months of related experience.

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.