

POSITION TITLE:	Recreation Instructor 1	POS. NO:	573
DEPARTMENT & DIVISION:	Parks and Recreation/Recreation	EFFECTIVE DATE:	March 15, 1995
REVIEWED OR AMENDED DATE:		APPROVED BY:	Manager of Recreation Services

<b>POSITION FUNCTION</b>
Prepare and conduct educational activities patrons registered in recreation programs.
<b>KEY DUTIES</b>
<p>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.</p> <p>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.</p> <p>Clean up room after course, leaving it in the state in which it was found.</p> <p>Perform related duties where qualified.</p>
<b>INDEPENDENCE</b>
<p>Work is generated by program registrations and performed according to established routine. Work is reviewed by supervisor.</p> <p>Issues such as purchase of equipment, ideas for new programs and schedule changes are referred to supervisor.</p>
<b>WORKING CONDITIONS</b>
<p><b>Physical effort:</b> Lift and move heavy program supplies (occasional)</p> <p><b>Mental effort:</b> Deal with multiple requests for attention. (continuous)</p> <p><b>Visual/auditory effort:</b> Normal.</p> <p><b>Work environment:</b> Recreation Centre, Sports Centre, classrooms.</p>

## KNOWLEDGE, KEY SKILLS, AND ABILITIES

Model the Township's core values in all program activities

**Accountability** – we are transparent and take responsibility for our policies, our decisions and our actions.

**Integrity** – we practice high standards of ethical behaviour and open communication that inspires trust.

**Respect** – we value people and treat everyone with dignity and fairness.

**Service Excellence** – we strive to meet community needs and achieve high-quality results through teamwork, partnerships, innovation and creativity.

**Passion** – we approach our work with conviction and enthusiasm.

Understand and apply education practices.

Communicate effectively verbally.

Deal with the public in a courteous and tactful manner.

## QUALIFICATIONS

### **Formal education, training, and occupational/professional 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.