Township of ESQUIMALT

YOUTH PROGRAM LEADER (Rec Instructor 1) - AUXILIARY

INTERNAL/EXTERNALOPPORTUNITY
(This is a Union Position)

Located adjacent to downtown Victoria, Esquimalt is a residential community (population 16,209) with extensive amenities including beautiful parks and beaches, scenic waterfront walkways as well as modern recreational facilities, schools and commercial services.

COMPETITION NUMBER: 17-12

This is an auxiliary position requiring the incumbent to work with Community Recreation in the Esquimalt Teen Centre. Scheduled hours may vary, 5 days a week with typical 2-3 hour shifts.

This position requires you to supervise youth 11-18 years of age in drop-in youth programs:
- Staff will be responsible for welcoming youth; ensuring sign-in occurs; preparing snack with youth; supervising, developing and leading activities which may include games, crafts, cooking, homework help, pool, and foose ball.
- Staff will provide all required care and support including, but not limited to, behaviour management, parent communication, and first aid.

The preferred candidate will have:
- Experience working with youth
- Post secondary education desired in Recreation, CYC, or Social Work
- First aid certification is required
- Clear criminal record check including vulnerable sector*
- Excellent interpersonal and communication skills
- Ability to work collaboratively and cooperatively with our team

*A clear and current criminal record check (including vulnerable sector check) is a condition of employment, and is the financial responsibility of the successful candidate.

Salary: $16.93 per hour **– No guarantee of hours**

Prior to applying, please review the attached job description which provides a detailed outline of key duties and required qualifications, skills, and abilities.

Please submit your resume and covering letter quoting **Competition No. 17-12 to:**
Dan Pauls, Ice Programs Supervisor at dan.pauls@esquimalt.ca

We thank all applicants for their interest, however, only those candidates selected for an interview will be contacted.

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.