

## **POSITION**

Recreation Activity Leader

## **NATURE AND SCOPE OF WORK**

Under the direction of the Community Services Manager or designate, the Activity Leaders will provide direct leadership, instruction, and supervision of recreational activities for children aged 5 -12 years for the District's After School Kids Club. These activities may include, but are not limited to, outdoor recreation, arts, crafts, sports, games, music, dance, play and day trips.

As well, the Activity Leaders will provide supervision and oversight for evening recreational programming for all age groups.

## **DUTIES AND RESPONSIBILITIES**

- Promote and deliver safe, healthy, positive interactions, communications, diversity and learning opportunities.
- Ensure equipment is maintained with respect to safety and sanitation standards.
- Set up and clean up activity area and ensure the safety and general well-being of all participants at all times.
- Set up, organize and maintain appropriate equipment, materials and supplies.
- Establish and maintain effective working relationships with participants, parents and staff.
- Responsible to oversee sign in and sign out of children.
- Problem solving minor issues independently conferring with supervisor regarding progress concerns and recommendations.

## **QUALIFICATIONS**

- Current First Aid and CPR.
- Experience developing, promoting and leading recreation programs .
- Experience leading and supervising children aged 5-12 years .
- Customer service and public relations skills.
- Ability to stand, walk, squat and bend for prolonged periods.
- Ability to perform work in adverse weather conditions, including heat, cold and inclement weather.
- Ability to work independently and in a team environment.
- A clean and current criminal record check is a condition of employment and is the financial responsibility of the successful candidate.

## **WAGE AND HOURS OF WORK**

- Rate of pay: \$21.14 per hour in compliance with Schedule "A" of the CUPE 1908 Collective Agreement.
- Hours of work will be Monday thru Friday 2:00 - 6:00 pm (excluding winter break and spring break). Longer shifts on Pro-D days, Spring Break, early school dismissal days and days where the District has evening recreation programming.