

TOWN OF PETAWAWA
JOB TITLE: COMMUNITY RECREATION WORKER
DEPARTMENT: RECREATION AND CULTURAL PROGRAMMING DEPARTMENT

Title: Community Recreation Worker
Status: Casual/On-Call
Wage: \$17.33 per hour
Work Term: Ongoing (contracts are generally three to six months in length)

Directly Responsible to: Recreation Program Coordinator
Indirectly Responsible to: Recreation Programmer

PURPOSE OF THE POSITION

Reporting to the Recreation Program Coordinator and Recreation Programmer, the Community Recreation Worker will be responsible for implementing recreation based programs on a casual on-call basis. The Community Recreation Worker will implement and supervise recreation programs and be present to ensure safe, creative and enjoyable recreation programs for all participants.

MAJOR RESPONSIBILITIES

- Adheres to Corporate and Department policies and procedures
- Maintains ongoing favourable public relations
- Implementation, set up and supervision of recreation programs
- Assists with the integration process for participants with special needs
- Performs other duties as required by the Recreation Program Coordinator

HUMAN RESOURCES

- Reports to the Recreation Program Coordinator and Recreation Programmer
- Implements program related services and staffing/volunteer requirements

FINANCIAL RESOURCES

- None

MATERIAL RESOURCES

- Operates computers, photocopier, telephone system, printers, projectors, email and internet

SECONDARY RESPONSIBILITIES

- Acts in the absence of Recreation Programmer in regards to program implementation as required
- Attends Community Services programs, meetings, workshops and events beyond the normal workday, as required

SKILLS AND KNOWLEDGE

- Experience in recreation service delivery
- Ability to set priorities and meet deadlines
- Proficiency in typing in English with accuracy and ability to proofread with accuracy

- Ability to resolve problems, assess needs and provide solutions
- Effective interpersonal skills, including the ability to communicate effectively both verbally and in writing
- Demonstrated experience in dealing with general public
- Must be dependable, thorough and self motivated
- Must be able to work well independently or in group situations

PHYSICAL SKILL AND EFFORT

- Required to supervise, teach and participate in various physically active recreation based programs and classes that will take place in indoor and outdoor settings

DECISION MAKING AND JUDGMENT

- Work is performed under the general supervision of the Recreation Program Coordinator and Recreation Programmer
- Judgment is exercised in minor problem solving
- Responds courteously to participants and visitors
- Must be able to prioritize tasks

INTERPERSONAL SKILLS/CONTACTS

- Excellent interpersonal skills to interact with the public and user groups
- Works with staff, volunteers and other contract staff

WORKING CONDITIONS

Environment

- Works at onsite and offsite locations for various programs/events