

**INSTRUCTOR I**  
Recreation Division

**DEFINITION**

Under the general direction of a Recreation Programmer or Program Technician, the Instructor I is responsible for the instruction of general recreation programs. Instructors ensure that participants are acting in accordance to the facility rules and that the facility and equipment are in safe, working condition. Instructors may also participate in the activity and perform hosting duties.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES:**

- Provides direct instruction, leadership and program management for a specific area of activity/interest.
- Prepares the room and equipment necessary for instruction prior to the start of the session.
- Prepares a course outline including class content.
- Welcomes participants and provide accurate and enthusiastic feedback to course participants.
- Maintains a safe and clean work environment.
- Keeps accurate attendance records and prepares reports.
- Ensures program equipment is safely stored following end of class.
- Attends scheduled in-service training sessions.
- Performs other related duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES ON THE JOB:**

- Good working knowledge of program topic.
- Ability to give instruction in a safe, controlled and organized manner.
- Demonstrates Saanich Core Competencies as they relate to this position (see all behaviour statements):
  - Adaptability - willingness to be flexible in a changing work environment
  - Relationship Building - establishes and maintains respectful and cooperative working relationships.
  - Effective Communications - communicates effectively with others.
  - Problem Solving - recognizes and acts to resolve problems.
  - Customer Focus - provides excellent service to both internal and external customers.

**REQUIREMENTS:**

- Completion of Grade 10.
- Three months experience in related area of instruction.
- Satisfactory criminal record check.

- Emergency First-Aid and CPR C, as required.

**STANDARDS:**

- Support and uphold the established policies and objectives of the Municipality and the Division in all areas of activity.
- Will not release or discuss non-routine municipal or departmental business without prior authorization.
- Adhere to all established municipal and departmental rules and regulations.
- Maintain the performance levels set by the Division in the execution of all duties and responsibilities.
- Maintain a cooperative working relationship with employees, management, Council and the public.
- Maintain regular communication with supervisors, keeping them fully informed of all non-routine, urgent and/or controversial matters.
- Shall not receive or solicit a subscription, gratuity, or fee for or in conjunction with any service or presumed service performed by him/her as an employee.