

## **PROGRAM ASSISTANT**

Recreation Division

### **DEFINITION**

Under the general direction of the Recreation Programmer, Program Technician or Summer Program Coordinator, the Program Assistant will be responsible for supervising participants in a variety of programs for children and youth. The Program Assistant will ensure the safety and well-being of participants, and will communicate and work cooperatively with participants, parents, and their supervisors.

### **ILLUSTRATIVE DUTIES AND RESPONSIBILITIES:**

- Supervise a wide variety of activities in a recreational, daycamp or instructional setting for children and youth.
- Ensure the fun and safety of all participants by maintaining the program site and by implementing safe, well organized activities.
- Participate in a leadership training course prior to the beginning of the program.
- Be responsible for reporting to the supervisor the outcome of weekly activities.
- Perform other related duties as required.

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

- A working knowledge of sports, social activities, arts, crafts and special events of particular interest to today's youth.
- Understanding of age group characteristics, traits and the ability to adapt programs.
- Demonstrated interpersonal skills necessary to establish rapport with various age groups.
- Ability to maintain a high degree of enthusiasm, imagination and personal motivation.
- 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 month's experience working with children in a recreational, daycamp or

- instructional setting, including children with behaviour difficulties.
- Emergency First- Aid and CPR C, as required.
- Valid Class 4 Driver's Licence, as required.
- Satisfactory Police Information Check.

**STANDARDS:**

- Support and uphold and the established policies and objectives of the Municipality and the Division in all areas of activity.
- Will not release or discuss non-routine municipal and 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.