

## Job Information

Job title	<b>Program Leader I</b>	RPL1	
Title of immediate supervisor	Recreation Programmer, Program Technician or Youth Leader 2		
Department/Division	Parks and Recreation/ Recreation		
Prepared by	Josh Blenkin		
Date Created	Oct 24, 2017	Revised date	

## Job Purpose

Plans and leads programs and/or day camps designed for a specific population or program area. Supervises participants and ensures their safety and wellbeing. Communicates effectively and works cooperatively with participants, families and supervisors. Directs the work of Program Assistants and volunteers.

## Duties and Responsibilities

- Plans, facilitates and leads a variety of recreational activities (specific age group or program identified in the job posting).
- Ensures the enjoyment and safety of all participants by maintaining the program site, implementing safe practices and leading well organized activities.
- Uses creativity and ingenuity to develop a variety of activities, games, sports, and crafts.
- Reports on the results of planned activities, including any incidents, accidents or operational concerns.
- Conducts program planning, reviews participant feedback, evaluates program effectiveness and makes recommendations for improvement.
- Ensures programs meet the general needs of participants, makes modifications and accommodates specific needs if possible.
- Provides direction and guidance to Program Assistants and volunteers.
- Maintains an awareness of local community organizations, recreation programs and groups to support and connect participants to appropriate resources.
- Responds to general public inquiries.
- Performs first aid.
- Participates in leadership training.
- Drives participants in a van/bus to activities, as required
- Performs other related duties as required.

## Qualifications

- Completion of Grade 10.
- Three months experience working with participants in a recreational or instructional setting (specific age group or program identified in the job posting).
- Ability to be inclusive and flexible to ensure a positive environment is created for all participants.
- Demonstrated customer service and interpersonal skills.
- Ability to maintain a high degree of enthusiasm and personal motivation.
- Experience working with people with behavioural or cognitive difficulties is an asset.
- Satisfactory Police Information Check.
- Emergency First Aid and CPR C.
- Valid Class 4 Driver's Licence, as required.
- An equivalent combination of education and experience may be considered.

## Physical Requirements

Frequent physical activity required.

**Working Conditions**

Works in a variety of indoor and outdoor activity spaces.