



CLASSIFICATION: PROGRAM ATTENDANT

JOB TITLE: PROGRAM ATTENDANT

REFERENCE NO: 100338

DIVISION: PUBLIC SERVICES

DEPARTMENT: PARKS AND RECREATION

APPROVAL DATES: BY:  DATE: May 17, 2016
per COMMISSIONER OF PUBLIC SERVICES

BY:  DATE: May 17, 2016
GENERAL MANAGER OF HUMAN RESOURCES

GENERAL DESCRIPTION:

This is a unionized position responsible for patron's safe use and enjoyment of the Family Leisure Centre (FLC) and other Parks & Recreation facilities. This position would supervise general recreation programs including but not limited to spontaneous use, after school, summer day camps and special events programming.

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the Recreation Program Coordinator.
- Works closely with Operations, Fitness and Customer Service Staff.

PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- Ensure a safe environment for all patrons.
- Provides general education, knowledge and direction on the facility, equipment, programming and special events.
- Provides general supervision of patrons in general spontaneous recreation, after school, and summer day camp programming
- Provides general set up and cleaning of functional spaces as required.
- Performs all other related duties as may be requested by an immediate supervisor or delegate.

REQUIRED COMPETENCIES:

- Knowledge of safe and proper use of fitness, sports and recreation equipment.
- Commitment to health and wellness lifestyles.
- Good organizational skills, with the ability to work in a high paced environment and demonstrates flexibility to adapt to change.
- Proven ability to remain calm and rational when dealing with difficult situations.
- Projects a positive image of self and the organization.
- Excellent demonstrated interpersonal skills with the ability to understand and execute oral and written instructions.
- Ability to work independently.
- Reliable and dependable.

- Ability to establish and maintain effective working relationships with others.

REQUIRED QUALIFICATIONS:

- Successful completion of Grade 12 or high school equivalency diploma.
- Current CPR and Standard First Aid Certificates.
- Experience in recreation programming or day camps is an asset.
- An equivalent combination of management approved training and experience may be considered.

May 9, 2016