
JOB DESCRIPTION – Part Time Recreation Assistant

1. Nature and Scope of Work

Under the direction of the Recreation Programmer, the Part Time Recreation Assistant assists in providing recreation programs, courses and special events.

2. Reporting Relationships

The Part Time Recreation Assistant reports to the Recreation Programmer.

3. Required Education, Knowledge, Ability and Skill

- Grade 12 education;
- Current Standard First Aid; and
- Minimum 2 years experience working with children;

4 Preferred Education, Training and Experience

- Certification and/or education in BC Recreation and Parks Association High Five program;
- National Coaching Certification Program Fundamental Movement Skills education; and
- Early Childhood Education, Recreation Leadership, Red Cross Babysitting Course Facilitator training are assets.

5. Illustrative Examples of Duties

Without restricting the general nature and scope of the work, the following are illustrative examples of work that may be expected of the classification:

- Planning and delivery of program activities for children, youth, and adults;
- Supervision of participants;
- Set up and take down of program space;
- Assist in ordering program supplies;
- Assist in advertising of programs;
- Teaching youth leadership courses i.e.: Red Cross Babysitting Course, Safe at Home-Safe Alone;
- Assist in evaluation of programs;
- Response to first aid/emergency situations during programs; and
- Assist in or lead Special Events; and
- Performs other related duties as related to the position to ensure the effective and efficient operation of the department.

Date: January 8, 2019

GM Shuswap Recreation Society

Date: January 8, 2019

Manager of Human Resources

Description Date: January 8, 2019
Part Time Recreation Assistant