



EMPLOYMENT OPPORTUNITY

Recreation Program Instructor

The Town of Essex accepts applications for the position of Recreation Program Instructor on a year round basis. Reporting to the Assistant Manager, Programs, the Recreation Program Instructor provides overall leadership, planning and implementation of recreation programs.

If you would like to apply for a Recreation Program Instructor position, please complete the Recreation Services Application Form and submit to:

By email:

ccakebread@essex.ca

By mail or in person:

Essex Recreation Complex

242 Talbot Street North

Essex, Ontario, N8M 2E1

Fax: (519) 776-9528

We thank all applicants for their interest, however, only those candidates selected for an interview will be contacted. Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990 and will only be used to determine eligibility for employment.

The Town of Essex is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes and providing accommodations for people with disabilities. If you require accommodation(s), please advise Human Resources in advance and we will work with you to meet your needs. Accommodations are available in all parts of the recruitment process.



POSITION DESCRIPTION

Position Title: Recreation Program Instructor

Department: Recreation Services

Division: Community Services

Immediate Supervisor: Assistant Manager, Programs

Indirect Supervisor: Manager, Recreation & Culture

Positions Supervised: None

Bargaining Unit: None

Summary:

To provide overall leadership, planning and implementation of recreation programs

Duties & Responsibilities:

These set out the principal functions of the position, and will not be considered as a detailed description of all the work requirements.

1. To know, understand and be ready to perform your job
 - i. Design and implement daily programs plans and ideas for every operating recreation program, which incorporates a variety of activities (i.e. active, passive and cooperative games, arts and crafts, drama, etc.)
 - ii. All program planning to be completed and submitted on time
 - iii. Report any problems or concerns to the coordinator
 - iv. Ensure the safety and security of all children in their supervision
 - v. Maintain a clean work environment (includes daily cleaning of areas used by recreation programs)
 - vi. To familiarize and uphold all department policies and procedures
2. To maintain a pleasant and safe learning and play environment at all times

- i. To assist with cleaning and other maintenance in and around the facility (gyms, building, lobby)
 - ii. To assist in the maintenance of the facility as required
 - iii. To ensure all safety equipment is in place, and in good working order
 - iv. To perform maintenance checks on these items as required
3. To maintain a good personal public image at all times
 - i. To set a good personal example for the public to follow
 - ii. To wear only clean and neat uniforms
 - iii. To adopt a helpful and pleasant attitude when dealing with the public
 - iv. To be ready to start working at least fifteen minutes before your shift begins
4. To assist with all facets of the facility operation and perform any reasonable duty required by supervisors
 - i. To complete all required reports (accident/incident, facility logs, statistics, financial, etc.)
 - ii. To assist with the supervision and control in all areas of the facility
 - iii. To stay within calling distance when on a break and be prepared to assist where needed
 - iv. To collect admission monies and ensure proper handling of all monies collected as designated by management
 - v. To perform the duties of facility person as required
5. To prevent all preventable accidents
 - i. To keep full attention on the duty of the assigned area
 - ii. To be familiar with the danger areas in and around the facility
 - iii. To stop all unsafe activity; to familiarize the public with the facility rules and give all offenders a brief explanation of the purpose of the rule
 - iv. To be easily identified by the public by wearing a Town of Essex uniform at all times
Note: Uniforms are not be worn after hours
 - v. To minimize as much as possible distractions caused by the public; to respond to public inquires with short but courteous responses
6. To be able to respond quickly and appropriately to all incidents, accidents, and emergencies

- i. To be familiar with and able to carry out the emergency procedures of the facility
 - ii. To keep all first aid and other qualifications current (through recertification) for entire length of employment
 - iii. To stay physically fit and mentally alert throughout length of employment
 - iv. To review and practice rescue, resuscitation and first aid techniques on a regular basis
7. To provide the highest quality programs possible making safety, enjoyment, pupil achievement and public relations a priority at all times
 - i. To plan each level and class carefully; to have by the second lesson a core plan outlining all items to be taught; to have an individual lesson plan for each class
 - ii. To ensure that all items for each level are taught
 - iii. To ensure that the content of what is being taught is accurate
 - iv. To make maximum use of time and space available by working as a team with other instructors
 - v. To ensure all pupils are supervised in and around the facility at all times, both as they arrive and leave, as well as during the lesson

Working Conditions:

- Occasional exposure to the elements, hazardous conditions and materials
- Occasional exposure to unpleasant or irate people
- Interruptions because of inquiries, operating problems and issues, unavoidable changes in priorities and plans

Special Skills:

- Strong interpersonal skills, flexibility to deal with diverse individuals and confidence to effectively address conflict situations
- Self-motivated individual with strong organizational and time management skills
- Ability to work cooperatively and effectively in a team environment as well as independently

Minimum Qualifications:

1. Standard First Aid/CPR 'C'
2. Automatic External Defibrillator
3. High Five – Principles of Healthy Child Development