

POSITION TITLE:	Recreation Instructor II	POS. NO:	574
DEPARTMENT & DIVISION:	Parks and Recreation/Recreation	EFFECTIVE DATE:	1998
REVIEWED OR AMENDED DATE:		APPROVED BY:	Manager of Recreation Services

### POSITION FUNCTION

Plan, Prepare and conduct educational activities for recreation programs.

### KEY DUTIES

Long range planning; lesson planning; Equipment and supply purchasing; classroom set up; assemble equipment; select appropriate books and tapes from the public library; create and organize visual aids; prepare arts and crafts activities.

Assign activities to Recreation Instructor I, greet patrons; conduct classes and activities; assist patrons in the various activities associated with the program; ensure a safe environment; liaise with Building Maintenance staff and other pertinent program staff; assist Programmers in course/program evaluation process.

Clean up room after course, leaving it in the state in which it was found.

Perform related duties where qualified.

### INDEPENDENCE

Work is generated by program registrations and performed according to established routine.  
Work is reviewed by supervisor.

Issues such as purchase of equipment, ideas for new programs and schedule changes are referred to supervisor.

### WORKING CONDITIONS

#### Physical effort:

Lift and move heavy program supplies (occasional).

#### Mental effort:

Deal with multiple requests for attention (continuous).

#### Visual/auditory effort:

Normal.

#### Work environment:

Recreation Centre, Sports Centre, classrooms.

## KNOWLEDGE, KEY SKILLS, AND ABILITIES

Model the Township's core values in all program activities.

**Accountability** – we are transparent and take responsibility for our policies, our decisions and our actions.

**Integrity** – we practice high standards of ethical behaviour and open communication that inspires trust.

**Respect** – we value people and treat everyone with dignity and fairness.

**Service Excellence** – we strive to meet community needs and achieve high-quality results through teamwork, partnerships, innovation and creativity.

**Passion** – we approach our work with conviction and enthusiasm.

Understand and apply education practices.

Communicate effectively verbally.

Deal with the public in a courteous and tactful manner.

## QUALIFICATIONS

### **Formal education, training, and occupational/professional certification:**

High school graduation.

Certificates relevant to course/program content.

First Aid Certificate. (8 hours)

### **Experience:**

Up to 6 months of related experience, or an equivalent combination of education and experience.

## OTHER

Length of time to become familiar with job duties and responsibilities: varied, depending on qualifications.

May be requested to substitute in a more senior position.