

**POSITION:** Recreation Program Leader

**DEPARTMENT:** Recreation

---

**SUMMARY:**

Under general supervision of the Recreation Programmer and Recreation Manager, the Recreation Program Leader performs a variety of recreation duties; implements recreational activities; provides leadership and direction for programs; supervises facilities, special events, sport leagues and excursions; provides guidance to groups engaged in recreation activities; and performs other related duties as required.

---

**DUTIES AND RESPONSIBILITIES:**

- Works with groups in implementing assigned programs.
  - Performs building attendant tasks including set-up and take-down of equipment, tables and chairs as needed.
  - Assures facilities, equipment and play areas are maintained in a clean, safe and satisfactory fashion. Checks for and reports safety hazards.
  - Plans, supervises and coordinates a variety of athletic, recreation programs.
  - Maintains registration attendance, safety and activity records.
  - Maintains discipline at assigned facility, enforces rules and regulations governing assigned programs and completes incident reports.
  - Renders routine first aid as necessary.
  - Collects program fees as necessary.
  - Performs related duties as assigned.
- 

**SUPERVISION RECEIVED AND EXERCISED:**

**Immediate Supervisor:** Recreation Programmer

---

**EDUCATION, KNOWLEDGE AND SKILLS:**

**ESSENTIAL:**

**Education:** Competence in all aspects of recreation instructions pertinent to program area responsible for, at a level appropriate to community requirements, acquired through practical experience, course work or a combination thereof.  
Competence in general administrative procedures, acquired through generally recognized course work, practical work experience or a combination thereof.

---

**Experience:** Experience related to Program Area

**Licences/Certificates** Clear Criminal Record Check  
Standard First Aid and CPR Level C  
Principles of Healthy Child Development  
Certification applicable to Program Area including but not limited to: NCCP Coaching Certifications, NCCP Fundamental Movement Skills.

**Specific Skills** Demonstrated ability to follow directions and work with minimal supervision. Exceptional verbal and written communication skills, good organizational skills and the ability to work effectively with people and groups within the organization and the community.

**Pay Rates:** Dependent on education and experience.

---

**JOB DESCRIPTION APPROVAL AND DESIGNATION**

- Full-Time:**
- Part-Time:**
- Permanent:**
- Temporary:**
- Casual:**

\_\_\_\_\_  
Signature  
Department Head:

\_\_\_\_\_  
Signature  
Chief Administrative Officer:

Effective Date: \_\_\_\_\_