



JOB DESCRIPTION

Job Title: Recreation Camps/Program Assistant (Student)	Department: Parks, Recreation & Facilities
Reports to: Recreation Coordinator	Wage Level: \$18.64 - \$22.60

Job Summary: The Recreation Program Assistant will be responsible for aiding the Program Leader and Recreation Coordinator with organizing and implementing programs for school age children such as arts and crafts, science, games, theatre, sports such as ice skating, soccer, basketball, floor hockey, and more. This will include the supervision and coordination of summer camps and drop-in classes that are provided by the Municipality.

Duties & Responsibilities:

- Supervision of all participants in program
- Ensure that procedures for properly checking in and out participants are followed
- Plan, implement, and supervise age-appropriate activities and games
- Ensure all participants are always supervised
- Ensure participants are using all equipment properly and all equipment is in safe working conditions
- Communicate with parents
- Communicate with coordinator on a regular basis about any concerns or issues with participants, parents, and program
- Set-up and clean up of programing room and supplies
- Encourage collaborative play and participation
- Ability to interact effectively and courteously with all levels of staff and public service in a Customer Service focused environment; build cooperative, collaborative working relationships with internal and external customers
- Perform all other duties as assigned
- Follows all guidelines for employees and employers as legislated under the *Ontario Occupational Health and Safety Act*

Skills & Knowledge:

- Must demonstrate the ability to supervise children in an active environment
- Must demonstrate the ability to work without supervision
- Must be observant and attentive to detail
- Must be highly motivated to work both independently and within a team environment



Education & Experience:

- Must be currently enrolled in full-time studies; and returning to full-time studies in the following school term
- Applicants must be 16+ years of age
- Valid Class “G2” driver’s license would be an asset
- Relevant work experience or volunteer experience would be an asset
- Must be able to perform job related duties which include running and active play.

Work Environment:

This position hours will be vary depending on the program and registration. Applicants must be physically fit to perform the essential duties of the job.

This job description is intended to summarize the responsibilities of the job and is not a comprehensive list of all duties to be performed.