



EMPLOYMENT OPPORTUNITY **LAC LA BICHE COUNTY**

Recreation Programmer

Casual Position

Recreation Programmers are passionate about bringing quality recreation and sport programs to children/youth (ages 3 to 17 years) in a fun and exciting atmosphere. Our recreation programs are designed to develop physical literacy and fundamental movement skills throughout different stages of development.

In this role, Recreation Programmers will plan and facilitate high quality, age-appropriate recreation programs, events and activities in an inclusive, safe and encouraging environment. Success in this position requires demonstrated initiative, leadership, planning, communication, problem-solving and teambuilding skills.

Responsibilities:

Programming/Supervision

- Assists Community Recreation Coordinator with planning, coordinating and evaluating a variety of recreation & community outreach programs and events;
- Researches, develops and generates new ideas related to programs/events, which may include no school programming, Fun Van activities, and community outreach initiatives;
- Organizes equipment and supplies for all related programming and events, sets up and tears down activities as required;
- Facilitates and instructs programs primarily for all children and youth, encouraging participation while engaging participants in active play in a professional manner;
- Participates in implementation and team support for County events;
- Understands and applies developmental activities as per High Five principles of Healthy Child Development;
- Deals with behavioral issues and follows discipline procedures for youth during programs;
- Understands and applies department policies and procedures;
- Assists in marketing, promotions and education of programs and events;
- Assists with reporting, statistics and tracking of expenses for programs and events;
- Provides ideas and recommendations regarding programs, events, supplies and equipment to the Community Recreation Coordinator.

Safety responsibilities:

- Conducts facility and site inspections to ensure activity areas are safe for participants;
- Removes hazards, modifies or relocates programs as necessary;
- Ensures program supplies and equipment are in good working order by conducting regular physical checks;
- Follows safe work procedures and policies;
- Notifies Community Recreation Coordinator when equipment is damaged and/or needs to be replaced;
- Ensures participants are properly attired, understand program rules and use equipment safely and properly;

- Administers first aid treatment and emergency response procedures as required;
- Attends monthly safety meetings as required and available;

Customer Service:

- Builds rapport with program participants, parents and patrons of the Bold Center and community in general;
- Maintains a high level of positive and professional communication with patrons, user groups and staff while adhering to Freedom of Information and Protection of Privacy (FOIP);
- Actively promotes programs offered through the County in a creative and enthusiastic manner;
- Engages public to seek feedback, input and answer questions at schools, events, registration fairs, etc.
- Responds to inquiries, resolves concerns, and complaints in a tactful, professional manner seeking assistance from Community Recreation Coordinator when required;

Qualifications:

- Diploma or degree in Recreation, Physical Education, or Child Development Certificate preferred.
- Combination of education and work experience may be considered.
- Minimum of 18 years of age.
- Current Standard First Aid and CPR Certification.
- Valid Class 5 Drivers License.
- High Five-Principles of Healthy Child Development would be an asset.
- Physical Literacy Instructor training and/or NCCP coaching certificates are considered assets.
- Previous experience leading child and youth recreation and sport programs;
- Knowledge of program/event planning and design;
- Knowledge of common games, activities and songs appropriate for children aged 3-17 years;
- Knowledge and experience working with recreation software program (ActiveNet, CLASS, etc.);
- Knowledge of municipal government and administration of public recreation facilities is an asset;
- Understanding of child development and behaviors is an asset.
- Must submit a Driver's Abstract, Criminal Record Check, Child Welfare Check, and Medical Assessment that meets the satisfaction of the County

Salary range: \$28.93 to \$37.43 hourly.

- Competition number: 23-RP-19
- Closing date: Open until suitable candidate is found

Interested candidates are invited to forward their resume in strict confidence to:

Attention: Human Resources

Lac La Biche County

Box 1679

Lac La Biche, AB T0A 2C0

Fax: 1-888-421-2533

Email: hr@laclabichecounty.com

We thank all interested applicants; however, only applicants selected for an interview will be contacted.