



Lighthouse Recreation

Lighthouse Community Center Society (Lighthouse Recreation)

Job Specification

Title: Recreation Leader I/II/III

Reports To: Recreation Coordinator

DEFINITION

The Recreation Leader assists in organizing and conducting a variety of recreation programs and activities.

SUPERVISION RECEIVED/EXERCISED

The Recreation Leader receives supervision and training from the Recreation Coordinator.

DISTINGUISHING CHARACTERISTICS

Recreation Leader I: has little or no experience working in a recreation setting.

Recreation Leader II: has experience and some education in recreation programs, and is responsible for more complex recreational programs.

Recreation Leader III: has more experience and education in recreation programs, and is responsible for more complex recreational programs.

IMPORTANT AND ESSENTIAL DUTIES

- lead and teach recreational activities, including Spring and Summer camps, basketball, floor hockey, outdoor skills, biking, special event, and general leisure activities for a variety of age groups.
- Work with the best interest of the LCCS, the constitution, and the RDN.
- Maintain records of attendance, waivers, and any needed documentation of programs and events.
- Implements procedures to provide for the safety and welfare of all participants.
- Distributes flyers to promote recreation activities and programs.
- Sets up and issue equipment, collects and store equipment after use.
- Work with multiple organizations and groups in a variety of locations in Electoral Area H, including the Lighthouse Hall, BES, Lions Hall, and various parks and trails.
- Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Techniques, rules and equipment used in recreational activities and games.
- Basic administrative including sign in sheets, money handling, and various documenting.
- Basic program management and event organization.

Skill to:

- Provide a safe, inclusive, and fun experience for program participants.
- Understand, interpret and apply policies, procedures and protocols.
- Communicate clearly and effectively, both orally and in writing.
- Work independently and be able to resolve conflicts or emergencies.
- Operate a computer and its associated programs.
- Set-up and use audio-visual equipment.
- Work in a safe manner.

Ability to:

- Interpret, explain and enforce applicable policies and procedures.
- Maintain records neatly and accurately.
- Work collaboratively with a diverse group community members.
- Represent Lighthouse Recreation and the LCCS in a positive manner to the general public.
- Lift and carry at least 50lbs.

EDUCATION AND EXPERIENCE

Sufficient education and experience to satisfactorily perform the duties of this classification are required. Any combination of experience and training that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education and Experience:

Recreation Leader I: Enrolled in High School and no experience working in a recreation setting. Experience volunteering in a recreation setting. Community forward thinker with plans to pursue a career in a recreation setting. Willingness to obtain certificates pertaining to recreation program leadership.

Recreation Leader II: Possession of a High School Diploma, or equivalent; and one (1) year's paid or unpaid work experience, or one (1) year of recreation leadership experience equivalent to the level of Recreation Leader I. Experience in sports or other organized recreation programs is preferred. Has basic first aid certification or willingness to seek certification.

Recreation Leader III: Possession of a High School Diploma, or equivalent; and two (2) year's paid or unpaid work experience, or two (2) years of recreation leadership experience equivalent to the level of Recreation Leader II. Experience in sports or other organized recreation programs is preferred. Advanced level of recreation leadership training including first aid certification and any other certification related to the recreation programs.

PHYSICAL DEMANDS

The ability to maintain effective the degree necessary for the successful implementation of the recreation programs offered. The ability to move tables, chairs, and equipment; lift equipment and supplies from 5 to 50 lbs. in weight; and demonstrate recreational activities, games, crafts, and athletic techniques is also required.

WORKING CONDITIONS

This position requires then ability to work inside and outside in a variety of settings and in all types of weather.

LICENSES, CERTIFICATES AND REGISTRATIONS

Possession of a current First Aid/CPR/AED certificate or ability to attain within 90 days of hire is preferred. Candidates who receive offers of employment will be required to undergo a criminal record clearance. Candidates must be willing to seek certification related to leading recreation activities. This certification may be offered by the LCCS.