



## THE CORPORATION OF THE TOWNSHIP OF KING JOB DESCRIPTION

<b>JOB TITLE:</b> General Program Instructor	<b>CLASSIFICATION:</b> Seasonal, Part-time
<b>DEPARTMENT:</b> Community Services	<b>SALARY LEVEL:</b> \$16.00 – \$19.00/Hour
<b>LOCATION:</b> Various locations across the Township of King	

### JOB PROFILE:

#### Function:

Under the direction of the Recreation Services Supervisor, the General Program Instructor is responsible for the implementation of general pre-school, children, and adult recreational programs. General program positions may include but are not limited to:

- Sport based programs
- General interest programs
- Drop-in programs
- Child Minding

#### Reports to:

- Supervisor of Recreation and Business Services

#### Supervision Responsibilities:

- None

#### Duties and Responsibilities:

- Plans, implements, and facilitates general recreation programs.
- Performs set-up and tear down of all program equipment and supplies.
- Distributes promotional materials, newsletters, and program evaluations.
- Ensures health and safety/departmental policies and procedures are followed.
- Deals with incidents, problems and emergencies as outlined by departmental policies and procedures.
- Responds to inquiries from parents/guardians, participants, staff, and the public in a courteous and effective manner.
- Staff will follow and practice the HIGH FIVE – Principals of Healthy Child Development (Participation, Play, Mastery, Friends, and Caring Adult)
- Other duties and responsibilities as assigned.

**Education/Experience:**

- Previous experience in recreational programs or camps is considered an asset.
- Valid Standard First Aid & CPR-C, WHMIS and AODA
- HIGH FIVE 'Principles of Healthy Child Development' Certification (must be willing to obtain upon employment).
- Strong leadership skills.
- Excellent problem-solving skills, with excellent decision-making capabilities.
- Strong organizational skills with the ability to communicate with all levels of staff, stakeholders, and the public.
- A team player with excellent interpersonal skills and the ability to coordinate with other departmental staff.
- Ability to analyze problems, identify alternatives and make recommendations to implement procedures and policies.
- Ability to maintain strict confidentiality and unquestionable integrity.
- Required to submit a vulnerable sector screening.

**Conditions of Employment:**

- May be required to work outdoors.
- Required to work some evenings and weekends.
- Work involves mental and visual concentration with frequent interruptions.
- Light physical activity is involved with some programs.
- Must be able to meet set deadlines.

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

Date Approved: \_\_\_\_\_ Date

Supervisor (if applicable): \_\_\_\_\_

Approved: \_\_\_\_\_ Date

Incumbent: \_\_\_\_\_

Signed: \_\_\_\_\_