



THE CORPORATION OF THE TOWNSHIP OF KING JOB DESCRIPTION

JOB TITLE: Specialized Program Instructor	CLASSIFICATION: Seasonal, Part-time
DEPARTMENT: Community Services	SALARY LEVEL: \$20.00 – \$45.00/Hour
LOCATION: Various locations across the Township of King	

JOB PROFILE:

Function:

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

- Dance programs
- Specialized Educational programs
- Culinary programs
- Arts based programs.

Reports to:

- Recreation Services Supervisor

Supervision Responsibilities:

- None

Duties and Responsibilities:

- Plans, implements, and facilitates specialized 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/departamental 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:

- Two-plus (2+) years of experience in recreational programs or camps.
- Valid Standard First Aid & CPR-C, WHMIS and AODA
- Two-plus (2+) years of experience in specialized area of interest
- Early Childhood Education Diploma (ECE) would be an asset.
- 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.

Department Head: _____

Date Approved: _____

Supervisor (if applicable): _____

Date Approved: _____

Incumbent: _____

Date Signed: _____