RECREATION LEADER
3 x REGULAR FULL TIME

NO. OF VACANCIES: 3
SALARY: $27.98 - $32.87 per hour (2022 rates)
DEPARTMENT: Parks, Recreation, Culture & Facilities

Nature of Position:
This is recreational work involved in assisting a superior in the development and implementation of specified social, cultural and recreational programs and activities in an assigned recreational facility or area. The work also involves directing programs; promoting interest and encouraging participation in program activities, providing guidance and advising facility users on specified activities and subjects, and assisting in directing the work of contract instructors and volunteers. The incumbent assumes responsibility for the operation and security of the facility on assigned shifts. Duties are performed within established program guidelines but considerable independent judgement and action is exercised with respect to matters of a routine nature while difficult or unusual problems are referred to a superior who evaluates work performance in terms of the effectiveness and quality of programs and services offered, and conformance with established policies and procedures.

Requirements:
- Sound knowledge of the social, cultural and recreational needs and interests of the area served.
- Sound knowledge of the principles, practices and objectives of community recreation programs.
- Working knowledge of the fundamentals of program leadership and recreational instruction.
- Ability to assist in the planning, development, and coordination of programs, services and activities and provide leadership and instruction on such programs and activities.
- Ability to assume responsibility for the operation and security of the facility on an assigned shift.
- Ability to assist in selecting, training and directing the work of contract instructors and volunteers.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts.
- Ability to prepare and maintain correspondence, records, reports, publicity and promotional material.
- Skill in the operation of a variety of equipment used in the programs, and in the operation of an oxygen ventilator.
- Driver's License for the Province of British Columbia.
- St. John’s First Aid Certificate or equivalent.

Desirable Training and Experience:
Completion of a two-year program in Recreation at a recognized Community College and some related community recreation experience; CPR Certificate - Level A is desirable; OR an equivalent combination of training and experience.

Additional Information
First Aid/CPR Certification and access to transportation is required. Experience working with a variety of ages within recreation facilities as well as additional training such as High Five Principles and Physical Literacy would be considered assets as well. These positions will be located at either Place Maillardville Community Centre, Dogwood Pavilion, and Poirier Community Centre.

Conditions of Employment:
- A PROBATIONARY PERIOD
- PARTICIPATION IN THE MUNICIPAL PENSION PLAN
- UNION MEMBERSHIP IN C.U.P.E. LOCAL 386
- GROUP LIFE INSURANCE
- ABILITY TO OBTAIN AND MAINTAIN A POLICE INFORMATION CHECK
The City of Coquitlam is an Equal Opportunity Employer.
We thank all applicants for their interest; however, only those selected for an interview will be contacted.