

## TOWN OF PETAWAWA

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**JOB TITLE: COMMUNITY RECREATION WORKER (CASUAL ON-CALL)**

**DEPARTMENT: PARKS AND RECREATION**

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Directly Responsible to: Recreation Program Coordinator  
Indirectly Responsible to: Recreation Program Assistant

### **PURPOSE OF THE POSITION**

Reporting to the Recreation Program Coordinator, the *Community Recreation Worker* will be responsible for implementing recreation based programs on a casual on-call basis. The *Community Recreation Worker* will implement and supervise recreation programs and be present to ensure safe, creative and enjoyable recreation programs for all participants.

### **MAJOR RESPONSIBILITIES**

- Ensures Corporate and Department policies and procedures are adhered to at all times.
- Maintains ongoing favorable public relations at all times.
- Supervision and implementation, set up of recreation programs for program participants.
- Assist with the integration process for special needs participants.
- Supervise monthly or bi-weekly pre-teen dances.
- To perform all other duties assigned falling within his or her competence, as required by the Recreation Program Coordinator.

### **HUMAN RESOURCES**

- Reports to the Recreation Program Coordinator.
- Implement program related services, staffing/volunteer requirements.

### **FINANCIAL RESOURCES**

- None

### **MATERIAL RESOURCES**

- Must operate computers, photocopier, telephone system, printers, projectors, email and internet.

### **SECONDARY RESPONSIBILITIES**

- Act in the absence of Recreation Program Assistant in regards to program implementation as required.
- Attend Parks and Recreation programs, meetings, workshops, and events beyond the normal workday.

### **SKILLS AND EFFORT**

## **KNOWLEDGE**

- Experience in recreation service delivery.
- Ability to set priorities and meet deadlines.
- Proficiency in typing in English with accuracy and ability to proofread with accuracy.
- Ability to resolve problems, determine requirements and provide solutions.
- Ability to communicate effectively verbally and in writing.
- Effective interpersonal skills.
- Demonstrated experience in dealing with general public.
- Dependability.
- Thoroughness.
- Must be self-motivated.
- Must be able to work well independently or in group situation.

## **PHYSICAL SKILL AND EFFORT**

- Will be required to supervise, teach and participate in various physically active recreation based programs and classes that will take place in indoor and outdoor settings.

## **DECISION MAKING AND JUDGMENT**

- Work is performed under the general supervision of the Recreation Program Coordinator.
- Judgment is exercised in;
  - Solving minor computer/technical problems.
  - Responding courteously to participants, visitors and callers.
  - Prioritize work activities.

## **INTERPERSONAL SKILLS/CONTACTS**

- Excellent interpersonal skills to interact with public and user groups on the phone, e-mail and in person.
- Work with staff and extensive interaction with volunteers/contract staff.

## **WORKING CONDITIONS**

### *Environment*

- Works at onsite and offsite locations for various programs/ events.

### *Control over Work Schedule*

- As specified by the municipal policy governing the department.