

TOWN OF PETAWAWA

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

DEPARTMENT: COMMUNITY SERVICES DEPARTMENT

CASUAL/ ON-CALL JOB POSTING

Title: Community Recreation Worker

Status: Casual/ On-Call

Wage: \$15.00 per hour

Work Term: Ongoing (September to December/ Jan to June/ July – August)

Directly Responsible to: Recreation Program Coordinator

Indirectly Responsible to: Recreation Program Assistant

PURPOSE OF THE POSITION

Reporting to the Recreation Program Coordinator and Recreation Program Assistant, 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.
- Supervises and implements, the set up of recreation programs for program participants.
- Assist with the integration process for special needs participants.
- 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 and Recreation Programmer
- Implement program-related services, and 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 the Recreation Program Assistant in regards to program implementation as required.
- Attend Community Services programs, meetings, workshops, and events beyond the normal workday.

SKILLS AND 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 the general public.
- Dependability.
- Thoroughness.
- Must be self-motivated.
- Must be able to work well independently or in a 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 Assistant.
- Judgment is exercised in minor problem-solving.
- Responding courteously to participants, visitors, and callers.
- Prioritize work activities.

INTERPERSONAL SKILLS/CONTACTS

- Excellent interpersonal skills to interact with public and user groups
- Work with staff and extensive interaction with volunteers and other contract staff.

WORKING CONDITIONS

Environment

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

Please submit your resume to:

- Email: ccoyle@petawawa.ca
- In person/Mail: 16 Civic Centre Rd, Petawawa, ON, K8H3H5