

RECREATION LEADER

(Full Time, Temporary)

The Municipality of North Cowichan (population 30,000) is located in the beautiful Cowichan Valley on Southern Vancouver Island, between Nanaimo and Victoria. Our communities of Chemainus, Crofton, Maple Bay and the South End, including University Village, are home to a multitude of artistic, cultural and outdoor recreational activities. The Municipality provides a stable and varied work environment, competitive pay and benefits.

We are inviting applications from candidates with the proven skills, qualifications and abilities for the position of Recreation Leader. This position is responsible for the provision, implementation, direct instruction and leadership of a wide variety of recreational and fitness programs and activities, as well as special events for the Municipality. If you are self-motivated, looking to take on a new challenge where you can make a difference, enjoy both responsibility and accountability with one of British Columbia's most inclusive and environmentally conscious municipalities, we look forward to receiving your application!

The work involves assisting with administration, marketing, program maintenance, direct delivery, and program leadership, as well as encouraging community participation in activities, programs and special events. Specific duties will include, servicing special events and activities for the Municipality; assisting with the input and maintenance of programs and events in Municipal software as directed; assisting casual and volunteer staff, and providing direct instruction and leadership support for program offerings.

This position reports directly to the Recreation Programmer, and core responsibilities include:

- assisting in the orienting, training, assigning and supervising of casual and volunteer staff;
- preparing marketing material for program offerings and events;
- establishing and maintaining positive relations with community groups and the general public;
- preparing, maintaining, and updating correspondence, records, reports, and statistics;
- maintaining equipment inventories and supply requisitions for particular programs and/or functions;
- assisting with the operation and security of programs and events on assigned shifts;
- enforcing rules and regulations when necessary and performing any other duties or tasks as required; and
- performing other work on an as-needed basis

Deployment to other duties may be required from time to time.

Required Skills, Qualifications, and Abilities:

1. Completion of Grade 12.
2. Certified program planner or equivalent.
3. Minimum of two (2) years' experience in a recreational leadership capacity.
4. Bronze Cross Certification.
5. Standard First-Aid Certification.
6. BCRPA High-Five Quest 2 Certification – High-Five Trainer Certification preferred.*
7. Fundamental Movement Skills Certification.*
8. BCRPA Fitness Theory Certification.*
9. Possession and maintenance of a valid Class 5 B.C. Driver's License; a satisfactory current driver's abstract will be required.

10. Knowledge of the social, cultural, and recreational needs and interests of the area served, and of the principles, practices, and objectives, of fitness, recreation, wellness and related special events for this area.
11. Knowledge of the philosophy and objectives of a public recreation centre as it pertains to programs, activities, and special events.
12. Knowledge of the operation of a variety of equipment used in the activities, programs, events and training sessions.
13. Knowledge and use of computer software i.e. Microsoft Office Products, InDesign, PerfectMind (registration, facility booking, point of sale) etc.
14. Ability to establish and maintain working relationships with other staff, instructors, general public, user groups, volunteers and program participants.
15. Ability to maintain, prepare, and update records, reports and other materials related to operations.
16. Ability to assist in planning, developing, promoting, coordination, and evaluating activities, programs, services and events.
17. Ability to provide leadership and/or instruction for recreation, fitness, and wellness activities.
18. Ability to develop various creative marketing materials, including program and event posters.
19. Ability to communicate well verbally, non-verbally and in writing.
20. Ability to work with minimal or no supervision.
21. The position may be physically demanding; candidate must be able to successfully perform all duties associated with the position. A medical certificate attesting to suitability for this position may be required.

** If applicant does not have any of these certifications, he/she must attain them within six months of start date.*

This is a unionized position (CUPE Local 358) and the collective agreement may be viewed on our website.

Candidates being considered will be required to undergo a comprehensive evaluation of skills, qualifications, and abilities. This position has responsibility for vulnerable persons and will therefore be required to undergo a Vulnerable Sector screening check, in addition to a Police Information Check, if an offer of employment is made.

To Apply:

Visit the Municipality of North Cowichan Career Portal at www.northcowichan.ca/jobs to apply for this position.

Please note that all candidates must apply via the Career Portal; we do not accept resumes via email or hard copy.

Application Deadline:

4:30 p.m. Friday, October 15, 2021

