



GEORGINA

Career Opportunity

Town of Georgina Human Resources
careers@georgina.ca



Lead Recreation Facilitator

(Job ID# 2020.28SS)

Department: Recreation & Culture
Division: Recreation Services
Location: R.L Graham Public School
Status: Sessional (March 16, 2020– June 30, 2020)
Number of Positions: 1-2
Scheduled Hours/Shifts: Various hours (approx. 2-24 hours per week)
Wage Range: \$14.60-\$16.60 per hour
Date Posted: February 27, 2020
Date Closing: March 12, 2020

Come work with us!

Employment with the Town of Georgina offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization that is focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

Position Purpose:

Successful candidates will be responsible for creating program plans and facilitating the afterschool program which includes but not limited to program/equipment set up and takedown, program instruction, participant supervision, administrative duties, maintaining equipment inventory, oversee staff onsite and liaison with the Recreation Programmer.

For full details, please see attached job description.

Qualifications:

Eligible candidates must have experience working with children, must submit a Police Vulnerable Sector Check and Standard First Aid/CPR certificate, and the ability to work evenings and weekends as required.

How to apply:

Please forward your cover letter and resume in confidence by **March 12, 2020** identifying the **job title** and **ID# 2020.28SS** in the subject line by email to careers@georgina.ca

Committed to diversity and a barrier-free environment:

The Town of Georgina is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. We respect, encourage, and celebrate diversity. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Office to ensure your accessibility needs are accommodated throughout this process. Personal information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.



JOB DESCRIPTION

POSITION: LEAD RECREATION FACILITATOR

DEPARTMENT: Recreation & Culture **DIVISION:** Recreation Services

DATE PREPARED: August 27, 2019

PRIMARY FUNCTION:

Responsible for creating program plans and facilitating the afterschool program which includes but not limited to program/equipment set up and takedown, program instruction, participant supervision, administrative duties, maintaining equipment inventory, oversee staff onsite and liaison with the Recreation Programmer.

SUPERVISION RECEIVED:

Recreation Services Supervisor

INDIRECT SUPERVISION RECEIVED:

Recreation Programmer

DIRECTION EXERCISED: None

WORKING PROCEDURES:

- Plan and deliver lessons for children and youth.
- Deliver enjoyable, structured and well-planned program lessons;
- Ability to plan the course content and arrangement of instruction for various levels of skill;
- Ability to teach in a class/group setting;
- Meet the needs of each participant and ensure adequate safety while facilitating the program.
- Take attendance, handle inquiries, manage participants, and ensure policies and procedures are enforced when/where necessary.
- Answers all in person and telephone inquiries and responds to voicemails in a timely manner;
- Demonstrates a high level of customer service and provides this service on the front-line of operation and does so in an efficient, courteous and respectful manner;



- Participate in the Town's Health and Safety Program and follow safety practices in work methods and procedures; observes and complies with all relevant Health & Safety regulations.
- Immediately report all concerns (including product), suspicious occurrences and hazardous conditions to the Recreation Services Supervisor or designate.

The above statements reflect the general details considered necessary to describe the principal functions and duties of the position and will not be construed as a detailed job description of the work requirements that may be inherent in the job.

SKILL/KNOWLEDGE REQUIREMENTS:

Previous experience and knowledge working in a recreation/customer service related setting is considered an asset;

Previous supervisory experience or experience leading teams/groups is considered an asset;

Previous experience instructing programs or coaching is considered an asset;

Confident in teaching large groups in a classroom setting;

Excellent communication skills, both oral and written.

Willingness to work with others and responding constructively to feedback;

Previous administrative and customer service experience is considered an asset;

Responsible, courteous, good communication skills;

Strong organizational skills;

Ability to work independently without close supervision;

Effective conflict resolution, problem solving and critical thinking skills;

Excellent customer service skills to deal effectively with the general public, participants, parents or guardians.

Must be available to work flexible hours including daytime, evenings, weekends and holidays;