

Recreation Technician 10

Community Services Department
Recreation & Community Development Division

(Permanent part-time)

Posting No. 685(59)

The City of Saskatoon is an Employment Equity employer

DUTIES:

1. Implements and monitors activities, scheduled for the program site, in accordance with the directives identified in the activity plan and annual schedule.
2. Monitors participant enrolment and makes adjustments to the program schedule to accommodate demand.
3. Monitors the quality of all aspects of activities delivered either by the Department or in cooperation with external agencies in order to maintain customer satisfaction and ensure technical standards are met.
4. Assists with the leadership and development of program staff which may include: selection/hiring, training and orientation, outlining expectations, scheduling, supervising and monitoring performance, mentoring, coaching and leading by example.
5. Completes written performance assessments, development and guidance of program staff.
6. Assists with scheduling of activity space and the identification of activities in accordance with the program planning cycle and will work collaboratively with and receive direction from the program design team throughout the program planning cycle.
7. Assists with preparing the site for various events, providing support to meet the operational needs of the user, e.g. set-up, staffing, maintaining program equipment.
8. Prepares and administers contracts for contracted program staff, as directed.
9. Coordinates, participates in, and evaluates orientation and in-service training programs for program staff.
10. Purchases equipment and supplies for scheduled activities in accordance with the budget and maintains an inventory of assets.
11. Ensures program space is ready for activities delivered by the Department and agencies renting the facility.
12. Provides interpretation of program and rental policies and procedures for the public and staff.
13. Deals with customers to resolve issues, respond to enquiries and resolve conflict.
14. Assists with activity evaluation by compiling statistics, providing rationale, and preparing recommendations for program operations.
15. Prepares written documents as required which may include but not be limited to: program summary evaluations, memos, orientation outlines, and checklists.
16. Performs other related duties as assigned.

QUALIFICATIONS:

- Graduation from a recognized, two-year, post-secondary program in recreation and leisure.
- One year's related experience in the delivery of aquatic, fitness and/or recreation programs preferred.
- Possession of valid recognized standard first aid and CPR certificates.
- Ability to complete in-house Aquatic Training within 6 months of hire.
- Possession of Red Cross Swim Kids 10 (Aqua Quest 12) or Red Cross Aqua Leader certification is an asset.
- Possession of Saskatchewan Parks and Recreation Association, or other recognized certification in fitness is an asset.
- Knowledge of the theory, philosophy, standards, trends, and practises of recreation program planning, particularly in a municipal setting.
- Knowledge of the methods of evaluation related to aquatic, fitness, and recreation programs.
- Demonstrated ability to oversee the delivery of aquatic, fitness and/or recreation programs.
- Ability to express ideas and concepts effectively orally and in writing to staff and public.
- Ability to develop and maintain effective working relationships with staff, peers, supervisor, volunteers, and the public.
- Demonstrated leadership skills in program delivery.
- Skill in the operation of a computer with word-processing and spreadsheet software.

HOURS OF WORK:

Shift work and weekend work are involved.

SALARY:

\$25.42 to \$28.03 per hour (2018 Rates)

CLOSING DATE:

Thursday, December 5, 2019