

Program Instructor I (Excluded)

Job Requisition	JR-2024-235 Program Instructor I (Excluded) (Open)
Job Family	Excluded
Start Date	2024-09-09
End Date	2024-09-24
Primary Posting	No
External Posting URL	https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/Recreation-Centre-Facility/Program-Instructor-I--Excluded-_JR-2024-235
Description	

Closing Date:

NOTE: Posting comes off at 12:00AM on the closing date, with the competition closing at 11:59pm the day prior.

Sept 24, 2024

Hourly Rate:

Up to four (4) positions available

Hourly Rate: \$26.41

Why should you consider working for us? What we do every day makes a difference and has an impact on the quality of life for our community. We have a strong learning culture and want our people to grow and succeed, and we are a diverse, inclusive and supportive workplace.

The successful candidates must have the ability to follow program plans to instruct structured programs. This is recreation work that involves instructing, implementing lessons plans, promoting activity interest and encouraging participation. Instructors ensure that participants have a positive experience and are performing the skills in a safe manner as set out in established protocols. Work is performed under the general supervision of the Recreation Programmers and is evaluated in terms of effectiveness of instruction and services provided and conformance to established practices. It is essential that the ideal candidate has strong interpersonal skills, is energetic and enthusiastic, is well organized plus is able to communicate effectively (verbal and written) with all levels of internal and external contacts.

The terms of employment are based on recreation programs and/or activity service delivery to meet community demand. Hours of work will be linked to specific programs and/or activities, the hours and availability of work are dependent on program and or activity registrations.

Duties May Include:

- Demonstrates techniques to individuals and groups of all abilities
- Prepares program plans for review by a Recreation Programmer
- Organizing and implementing activities
- Instruct quality recreation programs
- Communicate with participants and caregivers
- Monitoring progress of participants and tracks attendance
- Fills out progress cards or provides individual feedback to participants
- Institute and enforce rules and procedures for participants
- Ensure participant welfare during all activities
- Ensure the proper handling of first aid and emergency situations
- Prepare and inventory equipment and supplies for programs
- Inspects program area and equipment (report if maintenance and repair needed)
- Act as a positive role model for staff and participants
- Set up and take down of equipment, etc.
- Performs and partakes in other duties and activities as required and related to the program

Required Qualifications:

- Current Emergency First Aid and CPR C recommended
- Acceptable Police Information Check with the Vulnerable Sector
- Class 5 Drivers License
- Specific Activity Certifications are an asset

Required Skills and Abilities:

- Knowledge of the methods used to instruct
- Working knowledge of the program theory
- Ability to provide instruction in a fun, safe, controlled and organized manner
- Ability to effectively communicate, instruct and demonstrate skills and techniques to a diverse range of individuals and groups of all ages and abilities
- Ability to maintain control and exercise influence with tact and diplomacy in a professional and calm manner
- Specific skills related to and experience in the activity
- Experience leading activity groups with children, youth and/or adults
- Ability to understand, follow and carry out oral and written communications
- Must be able to deal tactfully and effectively with the public and co-workers
- Ability to be imaginative and flexible to ensure a fun environment for participants
- Ability to work as an effective team member
- Physical strength and ability to lift up to 25 pounds
- Stamina to occasionally stand and walk for a minimum of four hours
- Ability to maintain excellent public relations with participants
- Must have effective written and verbal communication skills
- Needs to be able to demonstrate initiative

Compensation:

Compensation for this work is \$26.41 per hour plus 4% in lieu of vacation.

Termination:

The incumbent may resign from the position or may be given notice by the City of Vernon with 30 days' notice.

To Apply:

Please submit your resume, quoting the appropriate competition number to: Human Resources, City of Vernon, using one of the following methods:

- Online at www.vernon.ca/ start your application by selecting "apply".
- By Fax: (250) 550-3551

Internal Applicants:

- Internal applicants are asked to apply using their worker profile.
- By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted.

Worker Sub-Type Casual
Location Recreation Centre Facility



Time Type Part time

Locations

Supervisory Organization Community Recreation