



Program Assistants – (2 Positions)
Canada Summer Jobs Program
(Posting #2019-18)

As part of the Federal Canada Summer Jobs Program, we are seeking Program Assistants for our Summer Events & Programs. The Canada Summer Jobs Program creates good quality summer job opportunities and valuable work experience for youth aged 15 to 30.

Reporting to the Recreation Program Manager or designate, this employee is responsible for assisting with the delivery of quality programming and events to children and/or patrons. This employee works with other program staff to assist in the supervision of children and patrons in a multitude of activities during Recreation programs and events. Activities may include, but are not limited to: swimming, ice skating, fitness/athletic activities, arts & crafts activities, education activities, special events and some basic food preparation. The program assistant is also responsible for following all protocols to ensure the safety of children both on and off site.

Qualifications/Knowledge/Skills/Abilities

- Minimum 15 years of age or older.
- Experience working with children.
- Must demonstrate reliability and responsibility in the care of children.
- Work with a team following department policies and procedures while maintaining a high quality level of work.
- This position is considered a position of trust within the Municipality and the successful applicant must successfully pass a Police Information Check including a Vulnerable Sector check.

Status/Hours/Shifts

Casual; hours will vary; days (including some statutory holidays).

Term: June 17 to August 30, 2019. Average of 35 to 40 hours per week.

Rate

Program/Event Assistant: \$15.64 per hour as per the collective agreement (Note: 90% probationary rate may be applicable dependent upon applicant's current status)

How to Apply

A complete job description is available on our website at www.NorthernRockies.ca under Human Resources and applicants are encouraged to review it prior to applying. Please apply with your resume and cover letter via mail, e-mail or fax to:

Erin La Vale, CPHR
Deputy CAO/Director of Human Resources
NORTHERN ROCKIES REGIONAL MUNICIPALITY
Bag Service 399 | Fort Nelson, BC | VOC 1R0
Fax: 250-774-6794 Email: jobs@northernrockies.ca

Applications will be accepted until **4:30 pm on Monday, June 17, 2019.**

Please include an email address so we may contact you to acknowledge receipt of your application.

***The Northern Rockies Regional Municipality is an equal opportunity employer.
This is a bargaining unit position and the recruitment process is governed by the Collective Agreement
between the Northern Rockies Regional Municipality and CUPE 2167.***

Position Title: Program/Event Assistant
Department: Recreation
Reports To: Recreation Program Manager
Employee Group: Union – CUPE
Wage Group: Program/Event Assistant

Date of Revision: May 2019

Position Summary:

Reporting to the Recreation Program Manager or designate, this employee is responsible for assisting with the delivery of quality programming and events to children and/or patrons. This employee works with other program staff to assist in the supervision of children and patrons in a multitude of activities during Recreation programs and events. Activities may include, but are not limited to: swimming, ice skating, fitness/athletic activities, arts & crafts activities, education activities, special events and some basic food preparation. The program assistant is also responsible for following all protocols to ensure the safety of children both on and off site.

Responsibilities

1. Specific Responsibilities

Assist with program preparation, facilitation and reporting under the guidance of a senior programs staff member.

- Ensure the designated spaces are set up and complete safety checks.
- Follow direction of senior program staff and supervisors.
- Assist in the designing of activities.
- Prep all supplies and equipment for all planned activities.

Assist with day camp programming.

- Welcome participants to program, providing a welcoming atmosphere to all.
- Promote harmony amongst activity participants, attempting to prevent problems.
- Maintain participant records for both safety and records purposes.
- Liaise on an ongoing basis with the Program Leaders/Coordinators.
- Assist & lead children during all aspects of the camp including actively participating in all activities.
- Report any incidents or accidents immediately and complete all incident reports as needed.
- Handle complaints appropriately and professionally as they arise and ensure the Program Leader and/or Coordinator is informed.

Other related duties.

- Maintain clean and orderly work spaces.
- Sort supplies and materials and assist in the complete take-down of the program or event.
- Transport materials, tools and equipment to and from locations within the facility and to external sites.
- Decorate designated spaces as determined by the Program Leader and/or Coordinator.
- Promote the goals and philosophies of the Recreation Department and all associated programs or personnel concerned with the delivery of recreation services.
- Ensure that all work performed is in accordance with safety standards set forth in Worksafe BC's occupational health and safety manual and that pursuant to regulations are adhered to including the use of PPE.
- Other duties as required.

2. Additional Responsibilities

The duties listed are not set forth for the purpose of limiting the assignment of work and are not to be construed as a complete list of the duties normally to be performed under a job title or those duties temporarily performed outside the normal line of work.

3. Statutory Roles

None.

Decision Making Accountability and Responsibility**1. Decision Making Authority/Independence**

Written guidelines and procedures exist for majority of tasks performed. Receives direction from the Program Leader, Program Coordinator or Recreation Program Manager on non-routine matters and all incidents regarding injury or disruptive behaviour as well as all interpersonal conflicts.

2. Impact/Consequence of Error

Decisions may affect other Recreation Department employees, patrons and users of Recreation facilities. Inaccurate interpretation or relaying of information may result in complaints, injury and/or financial loss to the Municipality.

3. Financial Impact

None.

4. Human Resources

This is a non-supervisory position.

5. Occupational Health & Safety

Reports immediately, to the designated supervisor, all accidents or injuries and activates emergency procedures as required; detects and reports observed hazardous conditions, practices and behaviors in the workplace.

Contacts**1. Internal**

Receives and provides routine information to other department staff.

2. External

Provides service and information to the public in person and over the telephone regarding Recreation programs and events.

Working Conditions**1. Environment**

Primarily located in the KidZone and Viewing Rooms; however, other spaces within the NRRRC are utilized, including: fitness rooms, arenas, and the aquatic centre. Outdoor public and recreational spaces will also be utilized and transportation to and from these locations will be on foot. Morning and evening shifts may be required. Occasional overtime may be required.

2. Physical Effort

Varying levels of physical effort, including swimming, ice skating, physical fitness related activities, moderate lifting, sitting, walking, standing, pushing and pulling, reaching, and carrying.

Qualifications**1. Formal Education**

Completion of Grade 9 (minimum 15 years of age)

2. Training/Experience

Experience working with children of various ages
Standard First Aid/CPR an asset

3. Professional Designation/Licenses/Memberships

None required

4. Knowledge/Abilities/Special Skills

Knowledge of:

- recreation programs and activities.

Ability to:

- demonstrate continuous effort to improve the program, streamline work processes and work cooperatively towards an efficient and effective work environment;
- deal courteously and effectively with patrons, children and their parents in providing factual information and assistance;
- maintain an up-beat and positive attitude while interacting with participants; and
- work with a team following department policies and procedures while maintaining a high quality level of work.

Special Skills or Other

- Must possess good communication skills to provide excellent customer service in a professional manner.
- Must demonstrate reliability and responsibility in the care of children.
- This position is considered a position of trust within the Municipality and the successful applicant must successfully pass a Police Information Check including a Vulnerable Sector check.