



Job Description: Community Rec Program Assistants
4 positions (1 Digby, 1 Weymouth, 1 Digby Neck, 1 Islands)

Part time, evenings and weekends, October to May
Rate of Pay: \$17.00/hour

Nature & Scope: The **Community Rec Program Assistants** will function as an employee of Digby Area Recreation Commission. They will provide safe, quality recreation based programming to residents of all ages in the communities of Digby, Weymouth, Digby Neck and the Islands. Programs differ by community, can include but not limited to; Open Gym, Indoor Walking, Sole Sisters, Pop up Play!

Accountability to: Active Living Coordinator

Specific Responsibilities: will vary between communities but can include

1. Manage the administration of the Open Gym Program

- Monitor the gym at all times, supervising activities and enforcing open gym rules, regulations and code of conduct; hold participants accountable when not following rules
- Welcomes all participants and keep open line of communication with each; familiarize participants of gym rules, regulations and code of conduct
- Wear the required uniform to be clearly identified as a DARC employee.
- Keeps accurate attendance for all open gym days
- Communicates times of open gym and ensure participants vacate the gym at the end of the program
- Ensure that there will be no food allowed in the gymnasium at any point
- Must be polite, yet firm, when asking people to stay away from off-limit areas or reinforcing rules and code of conduct; Responsible to restrict access to areas of the school not booked for Open Gym
- Provide first aid to participants if injured during an activity. Complete DARC accident/incident reports in their entirety and submit within 24 hours of the incident
- Inform supervisor of any unsafe conditions or hazardous work procedures
- **Opening the School:** Responsible to show up 15 minutes before the first scheduled program. This will ensure that we can have the gym open, and the equipment ready
- Responsible for checking equipment to be used for the day/evening; Set equipment out and have ready for use. Report broken or damaged equipment to DARC supervisor
- Ensures that equipment is used as intended (i.e.: basketballs are not to be kicked)
- Weekend supervisors will be required to unlock the school door and deactivate the security alarm at the front entrance if it is armed
- **Closing:** At the end of the shift, check all internal doors to make sure they are closed and locked if need be. Ensure equipment and equipment room is put back the way it was found

2. Manage the administration of the Indoor Walking Program (2 hours per week)

- Monitor indoor walking program
- Wear the required uniform to be clearly identified as a DARC employee
- Greet all participants, sign in and out participants
- Familiarize participants with rules, expectations and walking challenges
- Coordinate contests and challenges
- Provide first aid to participants if injured during an activity. Complete DARC accident/incident reports in their entirety and submit within 24 hours of the incident
- Inform supervisor of any unsafe conditions or hazardous work procedures
- Must be polite, yet firm, when asking people to stay away from off-limit areas

3. Manage the administration of the Sole Sisters Program

- Monitor gym at all times
- Wear the required uniform to be clearly identified as a DARC employee
- Keep accurate attendance for program
- Greet all participants and keep an open line of communication with each participant and guardians
- Familiarizes participants of gym rules and regulations
- Provide first aid to participants if injured during an activity. Complete DARC accident/incident reports in their entirety and submit within 24 hours of the incident
- Performs set-up and clean up responsibilities for the programs
- Work with community leaders in sport to provide “learn to sessions” for girls in sports
- Assist with planning and implementation of the program

Required Training and Qualifications:

- Leadership experience
- Organized
- Good communication skills
- Conflict resolution skills
- Ability to lead each program as planned but with the flexibility to meet participants’ needs and other variables such as weather and attendance
- Create an atmosphere of fun and inclusion for all program participants
- Lead by example, acting in a mature and responsible manner
- Maintain a friendly and welcoming attitude
- Current First Aid Certification
- Criminal Record, Vulnerable Sector and Child Abuse Registry Checks