

EXTERNAL POSTING

PROGRAM ASSISTANT, ARENAS AND OTHER PROGRAMS, FULL-TIME (TEMPORARY)

POSTING No: 2021-23

POSTING DATE: October 27, 2021

POSTING EXPIRY DATE: until filled

Strathcona Regional District is seeking a **temporary** full-time Program Assistant, Arenas and Other Programs for the Strathcona Gardens Recreation Complex to work varying shifts including days, evenings and weekends **up to and including December 31, 2021**. Under the direction of the Program Coordinator, Arenas and Other Programs, the Program Assistant, Arenas and Other Programs will provide direction and support to skate shop and programming staff. The Program Assistant, Arenas and Other Programs will be the lead hand providing shift supervision and direction to on duty staff. It is the role of this position to ensure that staff are following established protocols, that the programs are operating safely, and the facility is properly prepared for the enjoyment and satisfaction of all patrons. The work also involves being part of regular skate patrol rotations, along with teaching specialized and standard programs.

REQUIRED EDUCATION

- Completion of grade 12
- One-year certificate in recreation, health & wellness, supervisory or leadership, business management or an equivalent combination of courses

REQUIRED EXPERIENCE

- Minimum two years of leadership and teaching experience
- Background in figure skating and/or hockey

REQUIRED LICENCES AND CERTIFICATES

- Standard First Aid
- CPR Level C with AED (current within the year)
- Class 4 Drivers License

Successful candidates will be required to complete a criminal record check and become a member of the United Steelworkers, Local 1-1937. The current rate of pay for this position is \$23.21 per hour (2020 rate) plus 15.1% pay in lieu of holidays, benefits and statutory holidays.

HOW TO APPLY:

Please forward your cover letter, resume and copies of your certificates to hr@srd.ca quoting "Posting 2021-23 Program Assistant, Arenas and Other Programs, Full-Time Temporary" in the subject line of your application.



301 - 990 Cedar Street,
Campbell River, BC V9W 7Z8
Tel: 250-830-6700 • Fax: 250-830-6710
Toll-free: 1-877-830-2990

www.srd.ca

Program Assistant – Arenas and Other Programs

JOB SUMMARY

Under the direction of the Program Coordinator - Arenas and Other Programs, the Program Assistant - Arenas and Other Programs will provide direction and support to skate shop and programming staff. The Program Assistant – Arenas and Other Programs will be the lead hand providing shift supervision and direction to on duty staff. It is the role of this position to ensure that staff are following established protocols, that the programs are operating safely, and the facility is properly prepared for the enjoyment and satisfaction of all patrons. The work also involves being part of regular skate patrol rotations, along with teaching specialized and standard programs.

JOB DUTIES

- Oversee the delivery of programs that occur during assigned shifts
- Organize and provide appropriate activities, games or events of interest to the users
- Organize and ensure that the facility is set up for scheduled activities and that the user needs are sufficiently met
- Ensure first aid supplies, emergency equipment and program equipment are in order and administers first aid as required
- Provide support and assistance to skate patrol and instructional staff as required
- Assist with program area in-services and training
- Assist Program Coordinator – Arena and Other Programs with staff scheduling process
- Monitor the general maintenance and safety of the arenas, locker rooms and associated areas, and report abnormalities to the appropriate staff member. Maintain a safe and clean work environment
- May be required to teach during assigned shifts
- Perform other related work as assigned

REQUIRED EDUCATION

- Completion of grade 12
- One-year certificate in recreation, health & wellness, supervisory or leadership, business management or an equivalent combination of courses

PREFERRED EDUCATION

- Two-year diploma in leisure services or equivalent combination of courses

REQUIRED EXPERIENCE

- Minimum two years of leadership and teaching experience
- Background in figure skating and/or hockey

REQUIRED LICENCES AND CERTIFICATES

- Standard First Aid
- CPR Level C with AED (current within the year)
- Class 4 Drivers License

PREFERRED LICENCES AND CERTIFICATES

- Technical Safety BC certified refrigeration safety awareness certificate WHMIS 2015
- WHMIS 2015

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of ice and arena instructional programs
- Demonstrated ability to organize and conduct a variety of special events and activities
- Ability to work independently with minimal supervision
- Must be able to lead by example and serve as a mentor to staff
- Proven ability to sharpen skates and maintain equipment inventories
- A strong customer service orientation
- Recognizes and acts to resolve problems
- Establishes and maintains respectful and cooperative working relationships
- Maintains regular communication with supervisors, keeping them fully informed on all non-routine, urgent and/or controversial matters
- A proven working knowledge of computer applications including Microsoft Office Suite – Outlook, Word, Excel, Publisher and recreation registration software
- Ability to provide feedback and training to staff
- Provides excellent customer service to both internal and external customers

OTHER

- Able to work a variety of hours and shifts, including but not limited to: evenings, weekends, and holidays
- May be required to substitute in the short-term absence of a co-worker or supervisor

Safety is Everyone’s Responsibility - All facility staff, including the Program Assistant – Arenas and Other Programs, are responsible for recognizing and immediately dealing with urgent safety and health issues when and where they arise. All facility staff are responsible for recognizing and reporting non-urgent safety issues to their manager or another appropriate person in a timely manner.

I have read and understand this job description.

Employee Print Name

Date

Employee Signature