

Instructor Leader

Approval Date: August 2025	Department: Recreation & Culture	
<input type="checkbox"/> IAFF	<input checked="" type="checkbox"/> CUPE	<input type="checkbox"/> Management
Title of Management Supervisor:	Recreation Programs Manager	

General Accountability:

Purpose and Scope

Reporting to the Recreation Programs Manager and taking direction from Program Coordinators, Programmers and/or Assistant Programmers, the Instructor/Leader facilitates, leads and supports the delivery of recreation programs, activities and events ensuring the safety of participants, and promoting an inclusive, welcoming environment.

Nature and Scope of Work

- Support the delivery of a range of recreational activities, programs and events by setting up, leading and facilitating activities, cleaning up, and making sure all participants enjoy a fun and welcoming experience.
- Provide excellent customer service to all participants in recreation programs and activities.
- Ensure equipment and facilities are used safely and correctly.
- Ensure the safety and care of all participants.
- Participate in meetings, leadership and teambuilding activities as needed.
- Work cooperatively with other program staff and program partners to promote inclusion.
- Comply with guidelines and procedures required for programs.
- Other duties as required.

Necessary Qualifications

Knowledge:

- Basic knowledge of age-appropriate games, sports, crafts, and/or activities relevant to the area of instruction.
- Basic understanding of the goals and objectives of recreation and inclusion.
- Basic understanding of the developmental characteristics of participants relevant to the program area.

Skills:

- Basic skill in facilitating indoor and/or outdoor activities.
- Good communication and problem-solving skills.
- Good customer service skills.
- Demonstrates Department's Core Values of Teamwork, Respect, Integrity, Communication and Kindness.

Abilities:

- Ability to work within and contribute to a proactive team environment.
- Ability to maintain a positive attitude and a high degree of enthusiasm.
- Ability to learn and acquire new skills.
- Ability to be adaptable and flexible.
- Ability to understand, follow and carry out oral and written instructions, and ask questions when needed.
- Ability and willingness to contribute to maintaining a respectful, safe and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity and fairness.
- Ability to successfully attain and maintain a clear criminal record and vulnerable sector check.

Education:

- Grade 10

Training/Certification:

- Emergency First Aid with CPR C-AED.

Experience:

- Minimum of three (3) months' volunteer or work experience facilitating programs, activities, and/or sports relevant to the area of instruction.

Preferred Criteria

- Experience in a Leader-In-Training Program or equivalent.

Unusual Working Conditions

- Evening, weekend and split shifts may be required
- Working outdoors in all weather conditions
- Some job duties require physical stamina and strength