

	<i>Title:</i> Recreation Worker 4 (Recreation Leader)	<i>Date:</i> January 2010
	<i>Department:</i> Recreation, Culture and Community Services	
	<i>Classification:</i> Inside	<i>Pay Grade:</i>
	<i>Date Signed Off by the Union:</i>	

Nature and Scope of Work

Working under the supervision of the Recreation Supervisor, the Recreation Leader will be responsible for organizing and implementing a variety of social, cultural and recreational activities for Youth in the City of Langley. The incumbent will liaise and work with community organizations and assist in organizing and conducting drop-in programs and events for youth.

Illustrative Examples of Work

1. Assesses the needs and interests of Youth in the City of Langley.
2. Organize, implement and promotes programs and Special Events for Youth.
3. Works with Youth on developing and implementing a City of Langley Youth Council
4. Works with Regional Youth Week Planning Committee on developing the activities for Youth Week in the City of Langley.
5. Maintains records of participation in Youth programs & activities.
6. Scheduling & supervision of volunteers.
7. Supervision of participants during drop-in activities.
8. Maintains inventory & supplies for Recreation Programs.
9. Promotes activities through various advertising methods, including poster development, press releases, social media

Required Knowledge, Abilities and Skills:

1. Sound knowledge of the social, cultural and recreational needs and interests of the surrounding area
2. Sound knowledge of the principles, philosophy and objectives of Municipal Recreation programs
3. Understanding of the fundamentals of program leadership and recreational instruction
4. Ability to establish and maintain effective working relationships with staff, volunteers, community organizations & partnerships
5. Ability to plan, organize, supervise and promote Recreational programs for Youth
6. Ability to maintain records and prepare reports including statistical information
7. Excellent oral, written and verbal communication skills
8. Knowledge of conflict resolution, anger management skills an asset

Desirable Training and Experience

1. Diploma or Certificate in Recreation from a recognized Community College;
2. Previous experience working with moderate to high at-risk Youth; or
3. Equivalent combination of training and experience
4. Experience working with CLASS Software for:
 - Program registration
 - Program maintenance
 - Facility booking
 - Point of sale
5. Experience with Adobe Design Suite (Photoshop, Illustrator, InDesign)
6. Valid Class 4 Driver's License for the Province of British Columbia

Required Licences, Certificates and Registrations

1. Valid OFA Level 1 First Aid Certificate
2. Valid Class 5 Driver's License for the Province of British Columbia