



## JOB DESCRIPTION

### Community Program Attendant

|                              |                                 |                   |                                                                                                           |
|------------------------------|---------------------------------|-------------------|-----------------------------------------------------------------------------------------------------------|
| <b>Department</b>            | Community Services - Recreation | <b>Reports To</b> | Community Culture & Recreation Manager,<br>Community Program Coordinator,<br>Community Sports Coordinator |
| <b>Directly Supervises</b>   | N/A                             |                   |                                                                                                           |
| <b>Indirectly Supervises</b> | N/A                             |                   |                                                                                                           |
| <b>Union</b>                 | CUPE 2403                       |                   |                                                                                                           |

#### **POSITION SUMMARY:**

Reporting to the Community Culture & Recreation Manager, Community Program Coordinator, Community Sports Coordinator, or designate, the Community Program Attendant oversees recreation activities—including gym monitoring—and supervises drop-in programs, instructs recreation sports programs, activities, and camps for participants of varying ages. This position operates with minimal supervision, develops lesson plans as required, and may assist or lead other staff and contractors in program delivery. Working hours are scheduled Saturday through Friday and may include days, evenings, and weekends, as well as non-instructional days, school breaks, and statutory holidays.

#### **KEY DUTIES PERFORMED:**

##### **1. Program Delivery & Participant Supervision**

- Supervise drop-in and instruct and support registered recreation programs, including sports, camps, departmental activities/events, and the After School Sport and Art Initiative (ASSAI) program.
- Prepare and deliver lesson plans for registered and drop-in programs when required.
- Provide active supervision to maintain a safe, positive, and inclusive program environment.

##### **2. Facility & Activity Operations**

- Open and close program spaces; complete set-up and clean-up; ensure equipment is properly handled and stored.
- Monitor recreation facilities, equipment, and program areas for safety, cleanliness, and security, report hazards and issues.
- Perform routine cleaning tasks related to program operation.

##### **3. Customer Service & Transactions**

- Establish and maintain a high standard of customer service when interacting with participants, families, staff, and the public.
- Manage cash and electronic transactions associated with recreation program activities, in accordance with City procedures.

#### **4. Health & Safety Responsibilities**

All employees of the City of Dawson Creek are responsible for helping to maintain a safe and healthy workplace. In this role, you are expected to:

- a. Take reasonable care to protect your own health and safety and the health and safety of others.
- b. Follow all Occupational Health & Safety (OHS) policies, procedures, regulations, and instructions.
- c. Perform your work according to established safe work practices.
- d. Use and wear required personal protective equipment (PPE) and safety devices.
- e. Avoid unsafe behaviour that could put yourself or others at risk and ensure you are fit for work and not impaired.
- f. Report to your supervisor any unsafe conditions, hazards, damaged or missing safety equipment, or violations of safety rules.
- g. Cooperate with workplace safety committees, safety representatives, and WorkSafeBC Officers as required.

#### **REQUIRED KNOWLEDGE, ABILITIES & SKILLS:**

1. Proficient and knowledgeable in computer usage, specifically the Microsoft Office Suite.
2. OFA Level 1 (or equivalent) with CPR C and AED Certification
3. Satisfactory Criminal Record Search with Vulnerable Sector.
4. Physical agility and ability to complete duties requiring physical effort.
5. The ability to perform all of the duties outlined in a safe manner following established Facility Procedures, Occupational, Health & Safety Rules, Violence in the Workplace policies and W.C.B. Regulations, i.e. WHMIS, T.D.G.

#### **DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS:**

1. Valid driver's license and ability to transport program supplies to site.
2. Knowledge of community recreation.
3. Proficient in basic use of recreation registration software.
4. Experience working with school-aged children.
5. Knowledge or coaching certification relating to sports such as, but not limited to, ice sports, gymnastics, dance, pickleball, badminton, soccer, baseball, volleyball, basketball, extreme sports, and fitness.

**NOTE:** The duties listed are not set 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.