Town of Fort Smith
Job Description

Youth Recreation Support Worker

POSITION TITLE: Youth Recreation Support Worker

POSITION NUMBER: 12037

DEPARTMENT: Community Services

REPORTS TO: Recreation and Special Events Coordinator

CLASSIFICATION: Part-time Indeterminate

LOCATION: Community and Recreation Centre

Summary of Position

Reporting to the Recreation and Special Events Coordinator, the Youth Recreation Support Worker is responsible for planning implementing youth recreation activities afterschool, evenings and on weekends by coordinating and delivering programs and projects that involve recreation for youth. The Recreation Support Worker also plays a key role in ensuring that the recreation and youth programs reflect community aspirations and needs. The incumbent will also be supervising and assisting participants and ensuring that the facilities and equipment are clean and safe for use.

Outline of Duties

- Implements a variety of land-based cultural, community recreation and wellness programs for youth.
- Recreation programs may involve organizing games, outdoor activities, tournaments, family events, holiday activities, youth leadership opportunities and sport activities.
- Assists the Recreation and Special Events Coordinator in planning and modifying programming as the program grows within the community and ensures it is reflective of and responsive to youth needs.
- Ensures safety and risk management are paramount in all decision-making during recreation programming. Refers to guidelines established in policy and procedure manual when developing and delivering programming.
- Manages basic budgets directly related to programming. For example, files receipts and tracks all expenditures.
- Participates in staff development training and seeks out potentially relevant training opportunities.
- Establishes a volunteer pool, identifies, and recommends volunteers to organize events and activities.
- Networks with various organizations within the Territory and promotes partner agencies and programs information, maintaining files and resource materials on available services to youth.
- Performs other activities and duties as directed, within the position's mandate and incumbents' expertise.

Positions Supervised

This position normally does not supervise other staff but may be required to help with peer training or support to fellow team members.

Contacts

- This position has regular contact with other Town staff, members of recreation interest groups and all sectors of the Fort Smith community.
- This position is also required to communicate regularly and effectively with all present patrons of the Community and Recreation Centre as well as all sectors of Fort Smith community who, after assessment of their recreation needs, could become regular users.

Work Environment

- Program staff are exposed to loud noise in a hectic environment where users are constantly coming and going, often with questions and requests for support. Conflicting demands for your attention will require patience and understanding.
- Program staff may encounter challenging interpersonal situations with adults, youth and/or children. It may be your responsibility to resolve situations that require you to stay calm, apply active listening skills, and offer potential solutions.
- All program staff are expected to work on specific statutory holidays such as Canada Day, National Indigenous Peoples Day, and other days as specified.
- Shift, evening, weekend and statutory holiday work will be required.

Knowledge, Education and Experience

- Completion of Grade 12 or equivalent.
- Class 5 driver's license.
- Previous program development and implementation experience is required.
- Experience leading and supervising groups of various ages during recreation activities.
- Knowledge of traditional and contemporary sports, games and team-building activities.
- Knowledge of recreation equipment and supplies.
- Computer Skills including Internet, use of social media to promote programs and recreation offerings, E-mail, Word, Excel and other standard office equipment such as telephone, photocopier.
- First Aid and CPR certification would be an asset.
- Knowledge of the legislation and Town policies, procedures and by-laws impacting this job.
- Candidates must provide a satisfactory criminal record check with Vulnerable Sector clearance is required. Failure to provide a satisfactory check may deem you disqualified from the competition.

<u>Abilities</u>

- Ability to plan, organize, schedule, instruct and evaluate program activities.
- Ability to maintain a healthy, drug free self-sufficient lifestyle.
- Ability to recruit volunteers and coordinate training for community volunteers.

<u>Competencies</u>

- Interpersonal Skills
- Conflict resolution and mediation skills.
- Co-ordination and facilitation skills.
- Motivational skills
- Demonstrated leadership skills.
- Sensitivity is required, the incumbent will be respectful and non-judgmental.
- Creative/Animated
- Credible to target group, ability to develop trusting relationships with youth.
- Demonstrates initiative; Self-starter who works well without direct supervision.

- Ability to work on a team and contribute to a positive work environment.
- Flexibility

Certification

I have read and understand this job description. I have been informed that it is a general description of the duties, responsibilities and qualifications required for my position which forms the basis for my classification level and against which my performance will be evaluated.

_____ _____
Employee's Signature Date

I agree that these duties reflect the requirements of the job.

_____ _____
Supervisor's Signature Date

_____ _____
Director of Community Services Date

I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.

_____ _____
Senior Administrative Officer Date