



Recreation Instructor Job Description

Position Summary

Reporting to the Recreation Programmer or designate, the Recreation Instructor delivers a variety of recreation activities, registered programs, facilitates drop-in programs or assists with community special events. The Recreation Instructor works with limited supervision and on occasion, supervises other non-union staff and volunteers. The Recreation Instructor has a strong willingness and desire to work with the community to offer exceptional, positive, and engaging experience with Comox Recreation.

Key Duties

- Supervises, assists and leads a variety of recreation programs, including, but not limited to: fitness, sports, camps, personal training, dance, art, music, special events and other drop-in and registered recreation activities;
- Responsible for delivery, supervising, implementation, and specific set up and take down of program, as necessary;
- Creates lesson plans for program, when required;
- Ensures safety of participants;
- Reports any unsafe hazards, broken equipment or situations to Recreation Programmer;
- Maintains a high level of customer service, communication, and organizational skills;
- Performs First Aid, and fills out accident and/or incident forms when required;
- Communicates and collaborates with Recreation Programmer regarding program set up, take down, supplies, registrations, and participants;
- Performs other duties as required.

Required Knowledge, Abilities and Skills

- Current Emergency First Aid CPR C & AED, or higher;
- Required, current certification for program area;
- Satisfactory Criminal Record Check with Vulnerable Sector Check through RCMP;
- Physically able to perform duties of program instruction;
- Team player and strives for high level of communication and collaboration;
- Ability to perform all duties as outlined in Recreation Instructor Manual, Respectful Workplace Policy, *Workers Compensation Act*, *Employment Standards Act*, and Occupational Health and Safety Regulation.

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We respectfully acknowledge that we gather and work on the traditional territory of the K'ómoks First Nation, the traditional keepers of this land.