

CITY OF HAMILTON

HEALTHY AND SAFE COMMUNITIES DEPARTMENT (RECREATION DIVISION – LOCATION – VARIOUS)

PROGRAM AND FACILITY MONITOR

SUMMARY OF DUTIES

Reporting to the Recreation Supervisor or Aquatic Supervisor, monitors program and changeroom areas ensuring a safe environment for program participants. Assists with the instruction of basic programming which may involve entry level skill introduction, familiarity with rules of play, equipment requirements, and safety issues related to the activity and program area.

GENERAL DUTIES

Monitor drop-in recreation and sports activities to ensure safety and provide emergency or first aid assistance when required.

Ensure program equipment is set up prior to the start of each program and taken down as required.

Provide basic instruction of a recreation or sport program by following a lesson plan.

Provide the rules of play to participants in certain program activities as required either verbally or in writing.

Provide excellent customer service through a safe and enjoyable program.

Monitor change room areas by tidying, squeegee floors and securing patrons' belongings.

Inspect the program space and/or change room areas, prior to the program commencing and at the completion, including all equipment to be utilized by patrons, during the program.

Maintain accurate administrative records such as attendance forms and class lists for the program.

Refers public inquiries and complaints to a staff person in-charge.

Assist full time staff with the promotion of recreation programs by distributing flyers, tidying brochure racks and bulletin boards.

Work independently without direct supervision.

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Perform other duties as assigned which are directly related to the responsibilities of this position.

QUALIFICATIONS

1. Must be at least fourteen (14) years of age at time of application. The minimum age requirement is set under the Ontario Ministry of Labour, Occupational Health and Safety Act (OHSA) according to the Regulation for Industrial Establishments (R.R.O. 1990, Reg. 851).
2. Must possess and maintain current certification in "Standard" First Aid with CPR Level "C". (This must be clearly identified on your resume.) All "Standard" First Aid certificates must be issued by a training agency recognized by the Workplace Safety Insurance Board (WSIB). Please refer to the WSIB website

www.wsib.on.ca for approved providers. At time of assessment (which could be as early as days after the posting closes), you will be asked to provide “proof” that you possess the required certificate(s).

3. High Five Certifications and NCCP Level 1 Coaching considered an asset.
4. Previous playing or coaching experience in one or more Sport or Recreation related disciplines considered an asset.
5. Good communication skills and an ability to follow verbal and written instructions.
6. Must possess initiative and good judgment and be able to work independently.
7. Good customer service skills and have the ability to work with varied age groups.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
