

	Title: Recreation Workers (All Levels)	<i>Date 2004 Revised Dec 2023</i>
	<i>Department: Recreation, Culture and Community Services</i>	
	<i>Classification: Inside</i>	<i>Pay Grade:</i>
	<i>Date Signed Off by the Union:</i>	

Recreation Worker I

- Acts as the facilitator for various recreation programs and events including: drop-in programs, special events, childminding and before and after care. May also act as an assistant instructor in programs where a second instructor is needed. Is not responsible for lesson planning. May collect fees.
- Examples – Late Night Skate, Recreational Volleyball, Pajama Gym.

Recreation Worker II

- Is the lead instructor for recreation programs and activities. Is responsible for planning activities, setting up equipment and supplies, supervising participants and providing information regarding programs.
- Examples – Junior camp leaders, sports instructors, art instructors.

Recreation Worker III

- Is the lead instructor for long term programs such as daycamps. Is responsible for planning curriculum as well as daily activities. Supervises volunteers. Maintains records and completes reports.
- Examples –Senior camp leaders, Parent and Tot.

Recreation Worker IV

- Coordinates events and activities with other agencies. Works on specific projects including Youth programs. Responsible for recruiting and training volunteers. Supervises other staff.
- Is the lead instructor for long term programs such as preschool. Is responsible for planning curriculum as well as daily activities. Supervises volunteers and provides guidance to other program staff. Maintains records and completes reports.
- Must have Early Childhood Education Certificate (required for Cookie Monster School Instructor).
- Class 4 B.C. Driver's Licence (required for Youth Coordinator)
- Examples – Youth coordinator, Cookie Monster School Instructors (ECE)

Recreation Worker V

- Must be BCRPA Certified.
- Examples – Fitness Instructors, Weight Room Coordinators

Duties & Responsibilities of an ECE Teacher (Recreation Worker IV, Cookie Monster School Instructor)

The Early Childhood Education Teacher is required to work independently and is responsible for developing and implementing a developmentally based, educational program for preschool children. The curriculum must meet the emotional, physical, cognitive, and social needs of both the individual and the group.

Responsible for planning, developing, and implementing daily activities (indoor/outdoor) for children ages 3-5 years.

Provides and leads activities for preschool children such as arts and crafts, physical activity, games, cooking, story time, and playtime.

Encourages development in cooperation, environmental awareness, communication, creativity, imagination and motor/physical skills.

Maintains paperwork required for licensing, including daily attendance records.

Plans and facilitates field trips several times throughout the year.

Greets each child and parents in a warm and friendly manner.

Reads the files of each child in his/her class and is knowledgeable about their medial and developmental histories.

Interacts with the children and encourages their involvement in activities.

Provides a warm, safe, and caring environment that is kept orderly, clean and appealing. The environment should allow the child to grow and explore.

Responsible for the health, welfare, and safety of the children.

Oversees all snack time activities.

Keeps a "portfolio" or "scrapbook" of each child's progress, including photographs, samples of artwork and writing.

Maintains appropriate communication with parents daily through the use of daily sheets, notes, or verbally.

Works with other staff members to form a positive, supportive team.

Ensures confidentiality of privileged information.

Maintains adherence to all company policies and procedures, including safety requirements.

Performs additional program duties as assigned by the Recreation Supervisor according to agency needs.