



FRASER VALLEY REGIONAL DISTRICT

RECREATION ASSISTANT - Part-Time Competition #2012-12

The Fraser Valley Regional District is inviting applications from qualified candidates to fill the part-time position of Recreation Assistant at the Dan Sharrers Aquatic Centre at the Hope and District Recreation and Cultural Services facility in Hope, B.C. The Recreation Assistant must be available for shifts from up to four (4) hours to eight (8) hours in duration anytime between the hours of 6:00 a.m. and 11:00 p.m., and/or split shifts and temporary shifts, inclusive of evenings, weekends and some holidays.

The Recreation Assistant delivers aquatic and arena recreation and leisure programs for children, and may also perform Lifeguard duties under the direct supervision of a certified Lifeguard.

Qualifications:

- must at least 15 years of age and have basic swimming and skating skills;
- possess C.P.R. Level 'C' Emergency First Aid Certification and be knowledgeable in standard first aid techniques;
- genuinely enjoy interacting and participating in activities with children, and engaging them to provide an experience that is fun;
- good communication and public relations skills, with the ability to effectively deal with children who exhibit challenging behaviour, and to use tact and courtesy in dealing with customers;
- Bronze Cross certification in swimming is preferable.

The start rate for this part-time Union position is \$11.27 per hour plus 10.2% in lieu of benefits, and upon successful completion of the required probationary period the wage will increase to \$12.52 per hour plus either 10.2% in lieu of benefits, or if eligible, participation in the benefit program. Shift differential and overtime are paid where applicable as per the FVRD/CUPE 458 Recreation Group Collective Agreement.

If you are interested in applying for this position, please submit a detailed resume, along with a cover letter, indicating how you meet the qualifications. Please quote Competition #2012-12 and send, in confidence, by 4:30 p.m. on June 1, 2012 to:

jobs@fvrd.bc.ca or mail to:

Fraser Valley Regional District
Human Resources Department
45950 Cheam Avenue
Chilliwack, BC V2P 1N6

or fax confidentially to: 604-702-5461

**FRASER VALLEY REGIONAL DISTRICT
HOPE AND DISTRICT RECREATION AND CULTURAL SERVICES
JOB DESCRIPTION**

June 2009

1. CLASS TITLE: Recreation Assistant
2. PAY SCALE: As per FVRD-CUPE Local (Recreation Group)
Collective Agreement
3. ORGANIZATIONAL RELATIONSHIPS:
 - (a) Reports to: Recreation Program Specialist
 - (b) Supervises: No supervision
 - (c) Coordinates with: Recreation staff and the public
4. GENERAL ACCOUNTABILITY

The incumbent assists management to achieve a safe, enjoyable experience for children by delivering recreation and leisure programs, observing and complying with the Regional District policies and safety practices.
5. NATURE AND SCOPE OF WORK
 - performs assigned tasks relating to the delivery of recreation, aquatic and arena programs, services, and special events
 - conducts age-appropriate activities for participants in varied settings
 - provides a safe, supervised, enjoyable environment for program participants
 - may perform lifeguard duties under the direct supervision of a certified lifeguard
 - may assist in janitorial duties as assigned
 - performs other related duties as assigned
6. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:
 - possess C.P.R. Level 'C' Emergency First Aid Certification and be knowledgeable in standard first aid techniques (*Red Cross Standard First Aid preferred*)
 - must maintain current knowledge of basic first aid techniques and be able to recognize, rectify and/or report upon actual or potential safety hazards.

- basic swimming and skating skills, and general knowledge of recreation and leisure services
- a Bronze Cross certification in swimming is preferable
- must genuinely enjoy interacting and participating in activities with children, and engaging with them to provide a experience that is fun
- ability to effectively deal with children who exhibit challenging behaviour or are disruptive to the group
- good communication and public relations skills, with the ability to use tact and courtesy in dealing with customers
- ability to establish and maintain effective working relationships with other members of staff
- must be at least 15 years of age
- must pass a Criminal Records Check

7. WORKING CONDITIONS:

This is a Union position under the Collective Agreement between the FVRD and the Canadian Union of Public Employees, Local 458 (Recreation Group). The incumbent shall work shifts as scheduled from up to four (4) hours to eight (8) hours in duration anytime between the hours of 6:00 a.m. and 11:00 p.m., and/or split shifts and temporary shifts, inclusive of evenings, weekends and some holidays as directed and in accordance with the Collective Agreement. The incumbent may be required to travel in the performance of their duties, and may work overtime as authorized.