

## Recreation Technician I

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### **DEFINITION**

This work involves the direct participation, instruction and conducting of various recreational, cultural and related educational projects established on either a seasonal basis (typical of summer recreational programs) or for programs offered by department on an ongoing basis.

Employees in this class may be involved with pre-program training courses in order to gain familiarity with objectives and to learn methods required to perform various aspects as outlined in Program Manuals. Incumbents are involved with providing input into the assessment of overall program effectiveness. The nature of the work requires that participant interest and safety to be maintained according to their abilities and skills through the use of imagination planned objectives and available resources.

Direction and guidance is exercised over all users and/or participants. A more senior Recreation Technician or other superior reviews the work performed through direct consultation, observation and the review of program reports, statistics or schedules.

### **TYPICAL DUTIES\***

Leads program participants in sessions by participating in camping, crafts, music, nature activities, etc. and conducting activities as outlined by Program Manuals, ensure safety of participants.

Assists with program participation in conjunction with volunteer leaders and co-leaders and is involved with pre-program training courses, in-service programs etc., as required.

Attends various historical buildings, cultural displays, etc. and interprets display items and artefacts by answering visitor queries and volunteering information as necessary.

Assists in planning and conducting both special events and/or ongoing scheduled tours of various facilities explaining all relevant aspects to visitors.

Maintains the ongoing security of artefacts, facilities, and related equipment and supplies, and maintains a clean and tidy working environment.

Prepares daily and weekly plans of activities; prepares advertising material; maintains statistics, records data on program areas such as participant numbers, material usage and supplies inventory as required by supervisors.

Performs related work as required.

**KNOWLEDGE, ABILITIES AND SKILLS**

Basic knowledge of recreational program objectives as well as policies and procedures related to departmental involvement with it.

Knowledge of basic skills employed in recreational programs including emergency or standard first aid techniques.

Ability to lead, organize, instruct and supervise group activities in accordance with designated program requirements.

Ability to effectively communicate orally and in writing with program users and staff as required.

Skill in the use of material and equipment used in programs.

**TRAINING AND EXPERIENCE REQUIREMENTS**

Job Level

Completion of the twelfth (12th) school grade and some experience in working with the general public, tour groups, children and other program users. Standard First Aid and CPR Certificates and a Security Clearance are required prior to employment.

*\* This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0784		0785	
Last Updated:	2000-01			
Previous Updates:	1982-03, 1981-08			
Originated:	1981-03			