

## Recreation Technician II

---

### **DEFINITION**

This work involves the co-ordinating and monitoring of various recreational, cultural and related programs as established and administered under the direction of recreation professional staff.

Incumbents in this class are responsible for various aspects of research and planning, implementation, dealing with and resolving problems and evaluating the overall effectiveness of programs in conjunction with established objectives. Typically, positions are responsible for administering staffing, program evaluation, staff evaluation of Recreation Technician I's, Program Leaders, Program Specialists, Wading Pool Supervisors, Volunteers and Leading Edge Participants; ordering supplies, booking facilities and programs, budgetary input, etc.; may directly participate in programs by performing the more complex aspects of program instruction and participant in supervision. The nature, scope, complexity and duration of projects are variable dependent upon the type of program user, seasonal activity or available facilities and resources.

Supervision is exercised over Recreation Technician I's involved in the assigned areas of program responsibility. The work is performed under supervision of a Recreation Technician III or other recreation professional Staff who reviews the work performed through consultation, observation and the study of activity reports.

The work of this class is distinguished from that of a Recreation Technician I Program Leaders, Program Specialists, Wading Pool Supervisors, Volunteers and Leading Edge Participants by the supervision exercised and received, and the greater complexity of the work performed, involving overall program co-ordination, monitoring and planning.

### **TYPICAL DUTIES** \*

Supervise and assist in the activities of Recreation Technician I's, Program Leaders, Program Specialists, Wading Pool Supervisors, volunteers and Leading Edge Participants, etc.

Involved with leading various programs and perform program instruction as required; assigns staff to program activities and instructs and/or directs staff as to program requirements.

Assist senior levels of recreation staff with administering both short-term or permanent facility programs by establishing appropriate participant activity, acquiring required resources (materials, supplies, space, etc.), co-ordinating, leading or directly conducting various aspects of recreational programs and evaluating the overall effectiveness of programs to the objectives.

Contribute to and assist with pre-program staff, volunteer recruitment, training courses, in-service programs and ensure the overall safety of participants and adherence to program objectives.

Act as a resource and contact person by responding to incoming complaints or queries and maintain contact with district school boards, community representatives, etc.; provide information on bookings, rentals contracts, schedules and other related areas.

Prepare and/or assist Staff/Volunteers/Subordinates in preparing advertising materials for programs and promote special events and assist with program participant registration.

**Recreation Technician II**

Maintain and collect from Staff/Volunteers relevant statistics, budget reports, etc., as required by supervisors and prepare time sheets, program evaluations, inventory reports and related documents as necessary.

Perform related work as required.

**KNOWLEDGE, ABILITIES AND SKILLS**

Basic knowledge of the objectives and principles of recreation and planned community recreation.

Knowledge of policies and procedures of recreational programming in the Community Services Department.

Ability to communicate effectively, orally and in writing.

Ability to instruct, organize and supervise group activities, ability to participate in it and to use equipment and materials effectively.

**TRAINING AND EXPERIENCE REQUIREMENTS**

Job Level

Completion of the first year of a recognized Recreation Administration or related diploma or degree program, including one year direct experience leading recreational, cultural or related educational programs. Demonstrated ability may be required in a particular recreational discipline such as drama, arts and crafts, special needs, seniors, etc. Standard First Aid, CPR and/or a Security Clearance may also be required.

\* *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.*

RECREATION\_TECHNICIAN\_II.DOC

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0786		0787	
Grade	002		003	
Last Updated:	2009-11			
Previous Updates:	2000-01, 1982-06, 1981-08			
Originated:	1981-03			