



Job Description

Camp Program Monitor

Regional District of Central Kootenay

TITLE OF IMMEDIATE SUPERVISOR: Recreation Services Supervisor

TITLE OF IMMEDIATE SUBORDINATES: n/a

DEPARTMENT: COMMUNITY SERVICES – Recreation

SUMMARY OF POSITION:

Under the direction of the Recreation Services Supervisor or designate, the Camp Program Monitor is responsible for supporting peers in the delivery of a variety of recreational programs to patrons of all age groups. The employee is responsible for participating in all program activities, following through with directions provided by program supervisors and providing general safety and overall enjoyment of the participants attending the program.

ROLE AND RESPONSIBILITIES:

Responsibilities include, but are not limited to:

1. Actively participate with set-up and take down of program equipment
2. Ensure a high level of safety for patrons attending the program
3. Enforce safety guidelines and communicate guidelines to participants if behaviors need to be redirected.
4. Provide a fun, inclusive and non-competitive environment for participants.
5. Provide high level customer service and attend to patron needs during all scheduled program shifts.
6. Follow all recreation facility and RDCK operating guidelines.
7. Follow the program plans and program operating guidelines provided by supervisors during all scheduled shifts.
8. Communicate program issues or incidents concerning patron behaviors with supervisors to ensure follow-up is provided.
9. Use only positive behavior management styles to deal with challenging patron behaviors during programs. Follow guidelines provided in the program operation guidelines.
10. Be prepared to lead games and program activities with based on program guidelines and descriptions.
11. Provide and/or assist with First Aid when needed following all emergency response guidelines.
12. Communication feedback from patrons to supervisors.

- 13. Problem solve program operations to prevent accidents and provide excellent customer service.
- 14. Be dressed appropriately for all planned activities.
- 15. Be willing to learn and receive feedback from senior recreation staff.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Strong verbal communication skills; including excellent customer service and public relation skills
- Able to lift up to 50 lbs.
- Ability to work and problem solve
- Friendly and willing to work with a variety of people of all age groups.
- Current Standard First Aid and CPR-C
- Satisfactory Criminal Record

ACCEPTANCE:

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

Employee Name	Employee Signature	Date
Employer Representative Name	Employer Representative Signature	Date