



REGIONAL DISTRICT OF CENTRAL KOOTENAY

Skatepark Host

Creston & District Community Complex

Job Description

TITLE OF IMMEDIATE SUPERVISOR: Recreation Programmer

DEPARTMENT: Community Services – Recreation

SHIFT/HOURS OF WORK: May-September, up to 35 hours per week

SUMMARY OF POSITION:

Under the general direction of the Recreation Programmer, the Skatepark Host is responsible for creating a safe and fun environment for youth and adults as well as the supervision and instruction in the skatepark and related programs. The employee is also responsible for communicating and ensuring patrons understand and follow the rules and regulations of the skatepark while acting as a positive role model and representative of the CDCC. The Skatepark Host will be responsible for daily operations which include program planning, skateboard instruction, equipment maintenance and distribution, and managing potential safety risks.

ROLE AND RESPONSIBILITIES:

1. Ensure designated areas are free of hazards and are safe to operate on a daily basis
2. Act as a positive role model exhibiting appropriate behaviour and use appropriate language at all times
3. Ensure compliance with BC Work Safe and Occupational Health & Safety Guidelines at all times
4. Perform daily inspections of emergency equipment to ensure all is in place and in good order prior to program start
5. Provide first aid and medical assistance when needed
6. Fill out appropriate Incident and/or First Aid Reports and provide reports to the Recreation Programmer as soon as possible
7. Provide a fun, inclusive and non-competitive environment for patrons. Build rapport and meaningful relationships with patrons
8. Actively participate in skateboarding and/or other wheeled sports on site while modelling appropriate skatepark etiquette
9. Maintain statistical records
10. Plan program activities based on program descriptions provided by the Recreation Programmer
11. Ensure all required equipment and resources are ready for use, setup and taken down each day
12. Communicate to the Recreation Programmer any resources, training, equipment replacement, equipment purchases or supplies needed to deliver recreation services in an innovative and developmentally appropriate environment. Provide research regarding new trends to ensure programs are high quality whenever possible
13. Work with Customer Service Representatives on course participation, registration and course pre-requisite paperwork & administration, ensuring all participants are registered prior to program start.
14. Communicate registration challenges with customer service representatives or your immediate supervisors if required
15. Ensure all participants have filled out required emergency, consent and liability waiver forms prior to program start



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16. Communicate behaviour concerns directly with participants in a positive format. Contact parent or guardian if needed if behaviors involve minors. Use positive behavior management styles to deal with challenging patron behaviors and communication exchanges.
17. Provide a high level of understanding to all patrons with concerns and feedback. Communicate customer concerns, ideas and suggestions to the Recreation Programmer to improve overall program services
18. Remain flexible and willing to learn new skills
19. Attend and participate in mandatory training and staff meetings
20. Communicate well via email, phone and in person with co-workers and supervisor

REQUIRED QUALIFICATIONS

- Standard First Aid & AED
- Valid B.C. Driver's License and satisfactory driving record preferred
- Experience working with people of all ages in sports or recreation programs
- National Coaching Certificate Program certificate, recreation leadership training, i.e High Five or other Sport for Life program certificate would be considered an asset.
- Satisfactory Criminal Record Check

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated experience in skateboarding
- Knowledge and demonstrated skills building relationships with patrons and dealing with behavior management both with children and parents/adults.
- Strong verbal and written communication skills
- Excellent customer service and public relation skills
- Independent decision-making, problem solving and analytical skills
- Strong leadership skills
- Ability to work well in a team
- A high level of creativity and flexibility

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