



# Job Description

## Advanced Instructor (ADVI)

Regional District of Central Kootenay

**TITLE OF IMMEDIATE SUPERVISOR:** Head Fitness and Recreation Leader/Jr. Recreation Services Supervisor

**TITLE OF IMMEDIATE SUBORDINATES:** n/a

**DEPARTMENT:** COMMUNITY SERVICES – Recreation

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### SUMMARY OF POSITION:

Under the direction of the Head Fitness and Recreation Leader/Jr. Recreation Services Supervisor, the Advanced Instructor is highly skilled and holds an instructional certification in their area of expertise relevant to the program area. The Specialty Recreation Instructor is responsible for teaching comprehensive knowledge and/or skills so program participants can obtain a recognized level of certification in a high quality, fun, and inclusive setting. They are responsible for program planning, general safety, and overall enjoyment of the participants attending the program, as well as coordination of program operations, providing guidance to support staff, and customer relations.

### ROLE AND RESPONSIBILITIES:

As a member of the Recreation team, responsibilities include, but are not limited to:

1. Ensure designated areas are free of hazards and are safe to operate on a daily basis.
2. Role model appropriate behavior and use appropriate language at all times.
3. Mentor and provide guidance to program support staff regarding patron interactions and customer service.
4. Enforce BC Work Safe and Occupational Health & Safety Guidelines at all times.
5. Do a daily inspection of the equipment to ensure all is in place and in good order prior to program start.
6. Provide first aid when needed.
7. Fill out all Incident or First Aid Reports and provide reports to the Head Fitness and Recreation Leader/Jr. Recreation Services Supervisor as soon as possible.
8. Provide a fun and inclusive environment for program participants. Build rapport and meaningful relationships with participants during programs.
9. Plan and execute program activities based on the program goals and outcomes provided by the certifying body and Head Fitness and Recreation Leader/Jr. Recreation Services Supervisor.
10. Assess participant progress, provide constructive feedback, and adjust instruction accordingly.

11. Evaluate participant's performance based on certifying body's standards and follow through with the issue of certifications to successful participants.
12. Ensure all required equipment and resources are ready for each day.
13. Ensure any required certifications to instruct the program are current and valid.
14. Communicate to the Head Fitness and Recreation Leader/Jr. Recreation Services Supervisor any resources, training, equipment replacement, equipment purchases or supplies needed to deliver recreation services in an innovative and developmentally appropriate environment.
15. Ensure all required equipment and resources are setup and taken down each day.
16. Ensure all participants are registered and/or have paid drop-in fees, directing registration challenges to the Customer Services Representatives.
17. Check wristbands if applicable or maintain attendance reports where required.
18. For children's programs, communicate behavior concerns with parent/guardian of children in a positive format.
19. Provide a high level of understanding to all participants with program concerns and feedback. Use positive behavior management styles to deal with challenging participant behaviors and communication exchanges.
20. Bring customer concerns, ideas and suggestions to the Head Fitness and Recreation Leader/Jr. Recreation Services Supervisor to improve overall program delivery.
21. Remain flexible and willing to learn new skills.
22. Communicate via email, phone and in person with co-workers and supervisor.
23. Attend staff meetings, in-services, or planning and evaluation sessions when required.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge and proven skills building relationships with patrons and dealing with behavior management.
- Strong communication and presentation skills.
- Excellent customer relation skills.
- Independent decision-making, problem solving and analytical skills.
- Ability to work well in a team.
- A high level of creativity and flexibility.
- Passion for teaching and helping others achieve their goals.
- A combination of high-level education, certification, and experience in the relevant program area

#### **PREFERRED QUALIFICATIONS**

- Standard First Aid & AED.
- Previous experience working in a recreation facility
- Valid B.C. Driver's License and safe driving record.
- CPR-C



**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.

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Employee Name                      Employee Signature                      Date

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Employer Representative Name                      Employer Representative Signature                      Date