

EXTERNAL POSTING

PROGRAM ASSISTANT, ARENAS & OTHER PROGRAMS, FULL-TIME

Posting No: 2022-51

Posting Date: November 30, 2022

Posting Expiry Date: December 12, 2022 until 4:00 pm

Strathcona Regional District is seeking a full-time Program Assistant, Arenas and Other Programs for the Strathcona Gardens Recreation Complex to work varying shifts including days, evenings and weekends. Under the direction of the Program Coordinator, Arenas and Other Programs, the Program Assistant, Arenas and Other Programs will provide direction and support to skate shop and programming staff.

REQUIRED EDUCATION, EXPERIENCE, LICENCES AND CERTIFICATES

- Completion of grade 12
- Minimum two years of teaching experience
- Background in figure skating and/or hockey
- Standard First Aid
- CPR Level C with AED (current within the year)

BENEFITS PAID FOR BY THE EMPLOYER

- extended health benefits (including prescriptions, vision, paramedical)
- dental benefits (basic, comprehensive, major and orthodontics)
- life insurance and AD&D benefits (2 ½ times annual salary)
- weekly indemnity benefits (2/3 of full pay up to 12 weeks)
- travel benefits (insurance for when you travel out of province and country)
- generous leave entitlements for vacation, sick time, family responsibilities, bereavement
- Employer and Family Assistance Program (professional and confidential support)
- employer pays for all job required re-certifications
- annual \$100 blade allowance
- defined benefit pension plan <https://mpp.pensionsbc.ca>

The hourly rate of pay for this job is \$24.14. We provide premium pay for working after 6pm. See [here](#) for more information on pay and benefits.

HOW TO APPLY: Please forward your cover letter, resume and copies of the required certifications to hr@srd.ca quoting "Posting 2022-51 Program Assistant, Arenas and other Programs, Full-Time" in the subject line of your application. Successful candidates will be required to complete a criminal record check with a vulnerable sector search and become a member of the United Steelworkers, Local 1-1937.

Strathcona
REGIONAL DISTRICT



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www.srd.ca

Program Assistant, Arenas and Other Programs

JOB SUMMARY

Under the direction of the Program Coordinator, Arenas and Other Programs, the Program Assistant, Arenas and Other Programs will provide direction and support to skate shop and programming staff. The Program Assistant, Arenas and Other Programs will be the lead hand providing shift supervision and direction to on duty staff. It is the role of this position to ensure that staff are following established protocols, that the programs are operating safely, and the facility is properly prepared for the enjoyment and satisfaction of all patrons. The work also involves being part of regular skate patrol rotations, along with teaching specialized and standard programs.

JOB DUTIES

- Oversee the delivery of programs that occur during assigned shifts
- Organize and provide appropriate activities, games or events of interest to the users
- Organize and ensure that the facility is set up for scheduled activities and that the user needs are sufficiently met
- Ensure first aid supplies, emergency equipment and program equipment are in order and administers first aid as required
- Provide support and assistance to skate patrol and instructional staff as required
- Assist with program area in-services and training
- Assist Program Coordinator, Arena and Other Programs with staff scheduling process
- Monitor the general maintenance and safety of the arenas, locker rooms and associated areas, and report abnormalities to the appropriate staff member.
- Maintain a safe and clean work environment
- May be required to teach during assigned shifts
- Perform other related work as assigned

REQUIRED EDUCATION

- Completion of grade 12

PREFERRED EDUCATION

- One-year post-secondary certificate in recreation or leisure services
- Courses in child development e.g. BCRPA's "High Five"
- Courses in recreational ice-skating instruction e.g. RFABC's "Train the Trainer"
- Courses in coaching e.g. NCCP's Community Sport stream

REQUIRED EXPERIENCE

- Minimum two years of teaching experience
- Background in figure skating and/or hockey

REQUIRED LICENCES AND CERTIFICATES

- Standard First Aid
- CPR Level C with AED (current within the year)

PREFERRED LICENCES AND CERTIFICATES

- Refrigeration Safety Awareness certificate

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of ice and arena instructional programs
- Ability to demonstrate intermediate to advanced ice-skating skills
- Demonstrated ability to organize and conduct a variety of special events and activities
- Ability to work independently with minimal supervision
- Must be able to lead by example and serve as a mentor to staff
- Proven ability to sharpen skates and maintain equipment inventories
- A strong customer service orientation
- Recognizes and acts to resolve problems
- Establishes and maintains respectful and cooperative working relationships
- Maintains regular communication with supervisors, keeping them fully informed on all non-routine, urgent and/or controversial matters
- A proven working knowledge of computer applications including Microsoft Office Suite – Outlook, Word, Excel, Publisher and recreation registration software
- Ability to provide feedback and training to staff
- Provides excellent customer service to both internal and external customers

OTHER

- Able to work a variety of hours and shifts, including but not limited to evenings, weekends, and holidays
- May be required to substitute in the short-term absence of a co-worker or supervisor

Safety is Everyone's Responsibility - All facility staff, including the Program Assistant, Arenas and Other Programs, are responsible for recognizing and immediately dealing with urgent safety and health issues when and where they arise. All facility staff are responsible for recognizing and reporting non-urgent safety issues to their manager or another appropriate person in a timely manner.

I have read and understand this job description.

Employee Print Name

Date

Employee Signature