

## Job Information

Job title	<b>Program Assistant</b>	PAS	
Title of immediate supervisor	Youth Leader II, Program Technician, Programmer I or II		
Department/Division	Parks and Recreation / Recreation		
Prepared by	M. Sheehan		
Date Created	May 2013	Revised date	Feb 2020

## Job Purpose

Assists with supervising participants in a variety of programs. Ensures the safety and well-being of participants, and will communicate and work cooperatively with participants, parents, and their supervisors.

## Duties and Responsibilities

- Assists with a wide variety of activities in a recreational, daycamp or instructional setting.
- Ensures the fun and safety of all participants by maintaining the program site and by implementing safe, well organized activities.
- Participates in training sessions as and when required
- Provides basic first aid and documents incidents.
- Reports to the supervisor the outcome of weekly activities.
- Performs other related duties as required.

## Qualifications

- Grade 10
- Eight weeks of experience working with the required age group in a recreational, daycamp or instructional setting, including individuals with behaviour or other difficulties.
- Emergency First Aid (EFA) and CPR-C, as required.
- Employment is subject to provision of a satisfactory Police Information Check with vulnerable sector check.
- An equivalent combination of education and experience may be considered.

## Physical Requirements

Sufficient health, physical condition, strength, stamina and co-ordination to permit performance of duties.

## Working Conditions

Works indoors and outdoors in fair weather.