

## Recreation Technician III

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### **DEFINITION**

This is a technical position with a focus on implementation and evaluation of leisure programs. The Recreation Technician is responsible for the planning and delivery of leisure programs under the direction of professional staff.

Work involves recruitment, hiring, training, leading and evaluation of temporary program staff and volunteers. In addition to these human resources responsibilities, the Recreation Technician III co-ordinates publicity, facility booking, supplies and registration for assigned programs. The technician provides evaluative feedback to professional staff.

Considerable knowledge of the leisure-programming field is necessary in order for the technician to work effectively with little direct supervision. Work is reviewed by a recreation professional. For those positions that are involved with fitness and weight training programs, possession of certification from the following: Alberta Fitness Leader Certification Association (AFLCA); Fitness Appraisal Certification and Accreditation (FACA); Program of the Canadian Society for Exercise Physiology (CSEP) are required.

This class differentiates from the Recreation Technician II class because of the overall supervision exercised and the increased complexity in the scope of program development responsibility.

### **TYPICAL DUTIES\***

Controls delivery of assigned programs through the co-ordination, monitoring and evaluation process according to guidelines set out with the supervisor.

Recruits, hires, trains, supervises and evaluates program staff and volunteers according to guidelines set out with supervisors.

Prepares and distributes program publicity/promotional material according to facility/unit promotions plan.

Collaborates with organizations, agencies and individuals on a specific program or event basis.

Co-ordinates facilities and supplies required for the program.

Develops program resources such as participant handouts and procedural manuals for leaders.

Develops program within established registration, revenue and expenditure guidelines.

Monitors program budget and cash handling procedures.

May direct day-to-day operation of a facility or portion of a facility through supervision of staff/volunteers.

Input into policy development related to their designated program, event or facility.

Provides status reports to supervisor on all activities.

Performs related duties as required.

**KNOWLEDGE, ABILITIES AND SKILLS**

Program Delivery

Considerable knowledge of the delivery of leisure programs.

Ability to provide leadership to staff/volunteers.

Ability to co-ordinate publicity, facility booking, supplies and registration.

Ability to communicate with supervisor, co-workers and subordinates.

Ability to communicate with public, both written and oral.

Ability to work on own with little direct supervision.

**TRAINING AND EXPERIENCE REQUIREMENTS**

Job Level

Degree/Diploma in Recreational/Leisure/Physical Education or related discipline with training in Program Development and one (1) year experience in Program Delivery. Possession of CFS and AFLCA certificates where required. Specialized training; skills and abilities may be required in drama, arts, and crafts, special needs, seniors' etc. Standard First Aid, CPR and Security Clearance may be required.

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*\* This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0788		0789	
Last Updated:	2000-01			
Previous Updates:				
Originated:				