



Job Description

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| Job Title: | Recreation Facilitator |
| Approved By: | Executive Director/Principal |
| Date Approved: | March 24,2022 |
| Last Revision Date: | |

Reports To

Recreation Coordinator

Summary

Under the direction of the Recreation Coordinator, the primary duty of the Recreation Facilitator is to participate in planning and organizing of recreation events, and implement recreation activities for the students during designated times. The Recreation Facilitator duties also includes but are not limited to, cleaning, prepping evening snack, completion of incident reports and attending meetings as scheduled by the Recreation Coordinator.

APPROVAL

Employee

Date

Executive Director/Principal

Date

Director of Operations & Human Resources

Date

Recreation Facilitator Duties

- Assist in organizing, implementing and supervising indoor and outdoor recreation activities for up to 60-70 students
- Coordinate Recreation staff shifts in order to facilitate all activities while also ensuring staff and student procedures are understood
- Create sign-up sheets for activities and ensure required equipment is ready for use
- Update and maintain calendar of events and post on the bulletin board
- Attend monthly meetings to organize upcoming events
- Update required information regarding activities on student participation, numbers, updates on activities, etc to the Recreation Coordinator, so they can be forwarded to the Director of Operations & Human Resources
- Complete Incident Reports regarding incidents with students (i.e., fights, accidents, missing students, etc.) or create Councillor Referrals for students with personal issues
- Monitor equipment use and manage repairs or replacements where required
- Assist with prepping, preparing and handing out evening snacks
- Clean/wipe tables, stack chairs and tables, wash floors, empty garbage after snack is completed
- Ensure security of facility where applicable (i.e. lock up where required)

Other Duties

- Provide first aid when needed; take students to the hospital with more severe injuries
- Driving:
 - May be required: Drop-off / Pick-up students from the airport or another family engagements
 - Provide transportation to students for off campus activities
- Assist with running the canteen; take payments and track student purchases
- Participate as needed to organize grad week events or trip preparations under the direction of the Recreation Coordinator
- Buy supplies needed for the day, week, month, (i.e., pick up firewood for bonfires)
- Fill in as Lodge staff when required and/or train Lodge staff on recreation procedures
- Keep up to date with policies memos, announcements and student/staff concerns of school and lodge by reading all docushare items
- Constant focus and effort towards Southeast Collegiate visions and goals

Qualifications

- High School Diploma or Equivalent Required
- At least 1 year of recreation experience
- Experience in working with youth
- Experience working within a budget
- Basic computer skills
- Must be highly organized and have excellent time management skills
- Ability to handle stressful situations and deadlines
- Strong verbal and written communication skills
- Ability to speak a First Nation Language an asset (Ojibwe, Cree, Oji-Cree)
- Must be willing to be certified in First Aid, CPR and any other certifications required for the job
- Hold a valid Class 4 (or higher) Manitoba driver's license
- Criminal Record and Child Abuse Check required

Work Conditions

- Concentrated, active listening, intense concentration and observation
- Working with students with different personalities
- Moderate physical effort (standing, recreational activities, etc.)
- Heavy volumes of work required, without sufficient breaks
- Required to work offsite, by supervising activities
- Subject to driving/road conditions
- May be exposed to hazardous substances and/or bodily fluids.
- May be subject to personal safety issues, unpredicted or unstable conditions
- Subject to disruptive interruptions, frequent or rapid changes of procedures and continuing changes in work.
- Subject to conflicting demands, priorities, multi-tasking and a high-volume workload
- May be required to work extended hours, shift work and/or flexible work hours.

I understand that the responsibilities of this position may change and evolve. I have read and acknowledge the duties and responsibilities of this position.

Employee signature

Date