

HIGHLIGHTS OF THE KAPLAN WARD – WAGE HARMONIZATION

RECREATION WORKERS

On December 21, 2011 Arbitrator Kaplan issued his award disposing of all Harmonization, Job Evaluation and Pay Equity issues in the Recreation Workers Unit. Local 79 has received many questions from members in the Recreation Workers bargaining unit and we will try to address them.

Overall Local 79 is generally pleased with the outcome of this arbitration. It provides for a comprehensive and rational classification structure, it harmonized the wage rates and it provides a mechanism for determining wages on a go forward basis. The vast majority of Local 79 members will see wage increases upon implementation and all Local 79 members employed between January 1, 2008 and the date of implementation will receive compensation.

Local 79 is extremely disappointed that the Arbitrator did not award red-circling. Instead the Arbitrator awarded retroactive compensation to offset the impact of red-circling. Unlike the previous awards where compensation was payable only to Local 79 members whose jobs received rate increases, all Local 79 members whether currently employed or not, will be paid compensation for all hours worked between January 1, 2008 and the date of implementation.

Additionally, there are a number of Local 79 members occupying various fitness instructor positions who would suffer significant wage reductions upon implementation of this Award. Local 79 and the City reached an agreement in principle during the mediation/arbitration process to defer adjusting the wage rates for the fitness instructor jobs pending completion of a comprehensive market survey and subsequent discussions. Local 79 and the City realized that the wage rates for these jobs are driven to a large extent by labour market realities and accordingly, finalization of wage rates would have to be sensitive to these realities and await the necessary survey, regardless of any rating provided by this Award.

Here are the highlights of the Award.

IMPLEMENTATION

The end of March, 2012.

JOB EVALUATION

The award includes a comprehensive job evaluation program to be administered by the current Local 79 Job Evaluation **Committee**. **The program's components and structure** are the same as the existing programs although its specifics are unique to the bargaining unit. All jobs created in the future and all changes to existing jobs will be valued by the Committee under the program with wages determined by the imposed wage line as amended from time to time in bargaining.

COMPENSATION

The award provides for three (3) different components in the calculation of compensation. There is a lump sum in the amount of approximately \$193,000.00, a further lump sum of approximately \$1M to offset the impact of no red-circling and an additional amount calculated as the difference in compensation payable under the new wage line and the compensation actually paid over the period from January 1, 2008 to the date of implementation. The latter amount is substantial.

Unlike previous awards the three (3) components making up compensation will be paid to all Local 79 members who worked in the bargaining unit, between January 1, 2008 and the date of implementation, regardless of whether still employed today. Each person working during that period will receive compensation based on an average hourly rate for every hour worked. The average hourly rate is calculated by dividing the total number of hours worked by all employees in the bargaining unit between January 1, 2008 and the date of implementation into the aggregate three (3) compensation components. Individual amounts payable will depend on actual number of hours worked by each employee.

There undoubtedly will be many questions both pre- and post-implementation. These questions should be addressed to the Local 79 Job Evaluation Committee as follows: **Gail O'Hara 416-392-7813**, Shelley Suffield 416-338-0089 or Donna Way at 416-338-0088.

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|---|-----------------------------------|
| Job Title: Assistant Art Instructor | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To provide program support for creative arts programming.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

First aid kit, related creative art equipment and recreation equipment.

Job Functions:

- Provides program support for the arts program to the instructor.
- Assists with all program preparation and clean up (i.e. supplies set up and take down, equipment set up and take down, program clean up, etc.).
- Provides input into the program curriculum and design.
- Assists with the instruction of program where necessary.
- Assists with monitoring of participants during program or breaks.
- Attends and participates in meetings and training sessions.
- Interacts with the public and all internal staff to provide program information.
- Adheres to all safety guidelines as outlined in the Part Time Recreation Workers Handbook and all relevant policy and procedure manuals.
- Assists with administrative tasks necessary to support the program (i.e. attendance, incident and accident reports).

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|---|-----------------------------------|
| Job Title: Assistant Camp Counselor/Playground Leader | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To assist with the planning, organizing, implementation, leading and evaluation of a camp programs.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

First aid kit, recreation equipment.

Job Functions:

- Assists in providing a fun, safe and meaningful program for children.
- Assists with planning, organizing, implementation, leading and evaluation of a variety of camp programs.
- Assists with the organization and implementation of camp-wide events.
- Assists in dealing with incidents, problems, emergencies and parent concerns as outlined in Divisional policies and procedures.
- Interacts with parents/caregivers, staff, participants and community members to provide program information.
- Assists with the maintenance of the children's garden.
- Attends and participates in meetings and training sessions.



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|---|-----------------------------------|
| Job Title: Camp Area Co-ordinator | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To support the coordination, direction, overseeing and supervision of multiple camps and/or facility locations.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

Local 79 P/T Recreation Workers

Machines And Equipment Used:

Various office and recreation equipment, First aid kit, automobile.

Job Functions:

- Supports the coordination, direction, overseeing and supervision of multiple camps and/or facility locations.
- Directs and oversees the development of camp program plans and schedules.
- Visits camps to direct staff, ensure programs are safe and follow the Division's Camp Operational Guidelines, policies and procedures.
- Assists with the planning and implementation of camp-wide activities.
- Coordinates and assigns staff to camper groups.
- Coordinates and directs all facility and location pre-camp set-up and post-camp clean-up/take down.
- Supports the recruitment, hiring, training and orientation of staff and volunteers.
- Assists with the co-ordination and facilitation of camp staff training and orientation.
- Plans and conducts staff meetings.
- Directs and evaluates camp staff in order to support and assist staff with skill and professional development.
- Performs administrative tasks to support the program.
- Develops and distributes resources to assist staff with their programs.
- Takes action to deal with incidents, problems, emergencies and parent/caregiver concerns and comply with Divisional/City policies and procedures.
- Interacts with staff, participants, parents/caregivers and other community members to provide program information.
- Ensures supplies and equipment are ordered and maintained in a safe working condition.
- Assists with the integration and support of campers with special needs.
- Attends and participates in meetings and training sessions.

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|---|-----------------------------------|
| Job Title: Camp Buildings & Grounds Coordinator | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To ensure the care and maintenance of the grounds, buildings, supplies and equipment at the camp location.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

Local 79 P/T Recreation Workers

Machines And Equipment Used:

Cleaning, recreation and various office equipment, first aid kit.

Job Functions:

- Ensures the care and maintenance of the grounds, buildings, supplies and equipment at the camp location.
- Ensures the camp buildings and grounds meet health and safety standards.
- Assists in the training, direction and evaluation of part-time camp maintenance staff.
- Ensures that equipment and supplies are ordered, inventoried and maintained in a safe working condition.
- Communicates with site and facility operations/caretaking staff regarding building and grounds related matters.
- Interacts with parents/caregivers, staff and participants to provide program information.
- Takes action to deal with incidents, problems, emergencies and parent/caregiver concerns and comply with Divisional/City policies and procedures.
- Performs administrative tasks to support the program.
- Ensures staff adherence to all policies and safety guidelines as outlined in Division guidelines.

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|---|-----------------------------------|
| Job Title: Camp Counselor/Playground Leader | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To plan, develop, implement, lead and evaluate a variety of camp programs.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

Local 79 P/T Recreation Workers

Machines And Equipment Used:

Various office and recreation equipment, First aid kit, wading pool kit recreation equipment.

Job Functions:

- Provides a fun, safe and meaningful program for children.
- Plans, develops, leads and evaluates a variety of camp programs.
- Organizes, implements and oversees activities and events.
- Takes action to deal with incidents, problems and emergencies and parent concerns as outlined in Divisional policies and procedures.
- Ensures equipment is available and in safe working condition.
- Maintains children's garden.
- Performs administrative tasks to support the program.
- Interacts with staff, participants, parents/caregivers and other community members/agencies to provide program information.
- Works in alternate locations to cover staff absenteeism.
- Attends and participates in meetings and training sessions.

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| Job Title: Camp Inventory and Equipment Clerk | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: January 1, 2008 |

Job Summary:

To organize, distribute and control camp supplies and equipment to ensure a safe and efficiently run camp program.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

First aid kit, recreation and various office equipment.

Job Functions:

- Organizes, distributes and controls camp supplies and equipment.
- Ensures camp equipment and supplies are available and maintained in safe working condition.
- Distributes, controls and stores program equipment and supplies.
- Assists with ordering of supplies and inventory reports.
- Performs administrative tasks to support the program.
- Assists with the implementation of special events.
- Interacts with parents/caregivers, staff and participants to provide program information.
- Attends and participates in meetings and training sessions.

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|---|-----------------------------------|
| Job Title: Camp Naorca Claireville Assistant Director | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To assist the Camp Director with the planning, organization and administration of a safe and enjoyable camp program.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

Local 79 P/T Recreation Workers

Machines And Equipment Used:

Various office and recreation equipment, first aid kit

Job Functions:

- Assists other senior camp staff with developing weekly program schedules.
- Assists with planning and coordinating camp activities.
- Assists with the coordination and facilitation of camp staff training and orientation.
- Schedules and coordinates the camp busing schedule and bus stop monitors.
- Plans and conducts staff meetings.
- Assists with the development and implementation of all training and orientation sessions for camp staff.
- Assists with the recruitment, hiring, evaluation and leadership development of all staff and volunteers.
- Assists the Director with administration tasks necessary to support the program.
- Evaluates camp staff in order to support and assist staff with professional and skill development.
- Ensures staff adherence to Divisional Policies and Procedures.
- Performs administrative tasks to support the program.
- Coordinates the location and facility pre camp set-up and post camp clean-up and take down.
- Works cooperatively and maintains ongoing communication with other program staff.
- Interacts with staff, participants and parents/caregivers to provide program information.
- Takes action to deal with incidents, problems, emergencies and parent/caregiver concerns as outlined in Divisional policies and procedures.
- Ensures supplies and equipment are ordered and maintained in safe working condition.
- Assists with the assessment, placement and support of special needs campers.
- Ensures staff follow the principles of Healthy Child Development (High Five) in the planning and delivery of programs.



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|---|-----------------------------------|
| Job Title: Camp Naorca Claireville Director | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To plan, organize, direct and administer safe and enjoyable specialty camp programs.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

Local 79 P/T Recreation Workers

Machines And Equipment Used:

Various office and recreation equipment, automobile first aid kit

Job Functions:

- Plans, organizes, directs and administers specialty camp programs.
- Directs the development of program plans.
- Directs and assists staff with planning and coordinating camp activities.
- Directs coordination and facilitation of camp staff training and orientation.
- Schedules and coordinates the camp busing schedule and bus stop monitors.
- Plans and conducts staff meetings.
- Assists with the recruitment, hiring and training of all staff and volunteers.
- Evaluates, verbally and in writing, camp staff in order to support and assist staff with professional and skill development.
- Ensures staff adherence to Divisional Policies and Procedures.
- Performs administrative tasks to support the program.
- Oversees location and facility pre camp set-up and post camp clean-up/take down.
- Interacts with staff, participants and parents/caregivers to provide program information.
- Takes action to deal with incidents, problems, emergencies and parent concerns as outlined in Division policies and procedures.
- Ensures supplies and equipment are ordered and maintained in safe working condition.
- Ensures staff follow the principles of Healthy Child Development (High Five) in the planning and delivery of programs.



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| Job Title: Camp Specialty Instructor | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To plan, organize, implement and lead a safe and enjoyable specialty camp program.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

First aid kit, recreation equipment and various office equipment.

Job Functions:

- Plans, organizes, implements and leads a specialty camp program area that is age appropriate and incorporates the principals of healthy child development.
- Provides resources for other staff to assist them in incorporating specialty programs and workshops for their camp groups.
- Provides set-up and take down of equipment.
- Interacts with parents/caregivers, staff and participants to provide program information.
- Takes action to deal with incidents, problems, emergencies and parent/caregiver concerns as outlined in divisional policy and procedures.
- Assists with the direction and monitoring of campers at assigned bus stops.
- Ensures equipment and supplies are available and meet Health and Safety standards.
- Assists with planning and implementation of special events.
- Assists in the evaluation of the specialty program and make program recommendations.
- Performs administrative tasks to support the program.
- Attends and participates in meetings and training sessions.



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|---|-----------------------------------|
| Job Title: Camp Location Coordinator | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To plan, organize, direct, administer and oversee safe and enjoyable camp programs.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

Local 79 P/T Recreation Workers

Machines And Equipment Used:

Various office and recreation equipment, First aid kit.

Job Functions:

- Plans, organizes, directs, administers and oversees camp programs.
- Directs and oversees the development of camp program plans and schedules to ensure they are age appropriate as well as incorporate the principles of healthy child development.
- Assists with the planning and implementation of camp-wide activities.
- Coordinates and assigns staff to camper groups.
- Coordinates and directs all facility and location pre-camp set-up and post-camp clean-up/take down.
- Supports recruitment, hiring and training of staff and volunteers.
- Assists with the co-ordination and facilitation of camp staff training and orientation.
- Plans and conducts staff meetings.
- Provides ongoing direction and feedback (verbal and written) to camp staff in order to support and assist staff with skill and professional development.
- Performs administrative tasks necessary to support the program.
- Develops and distributes resources to assist staff with their programs.
- Takes action to deal with incidents, problems, emergencies and parent/caregiver concerns/inquiries as outlined in the Divisional policies and procedures.
- Interacts with staff, participants, parents/caregivers and other community members to provide program information.
- Ensures supplies and equipment are ordered and maintained in a safe working condition.
- Assists with the integration and support of campers with special needs.
- Attends and participates in meetings and training sessions.

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|---|-----------------------------------|
| Job Title: CAN-BIKE Instructor | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To plan, organize, implement and provide instruction of the CAN-BIKE programs in either an on-road or car-free environment.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

Bicycle, helmet, recreation and various office equipment, first aid kit.

Job Functions:

- Plans, organizes, implements and provides instruction of the CAN-BIKE programs.
- Utilizes the appropriate CAN-BIKE curriculum for the course being offered.
- Demonstrates correct use of cycling safety equipment and procedures.
- Secures teaching environment and assesses all equipment (bikes and helmets) according to Health and Safety standards.
- Verifies cycling routes prior to the start of the session.
- Performs pre-course communication with students to assess students skill level for appropriate course enrolment.
- Maintains a safe and supportive learning environment, ensuring that the skills being taught are appropriate for the skill levels of the students.
- Implements strategies to limit falls in the bike handling portion of the class.
- Adjusts teaching parameters to changing road, traffic and weather conditions and the fitness level of participants.
- Responsible for 5 to 8 cyclists of varying ages and abilities in low, moderate and high traffic on road conditions.
- Co-ordinates with co-instructor if applicable.
- Performs administrative tasks to support the program, including incident/accident reports where necessary.
- Interacts with participants, staff and the public to provide program information.
- Evaluates participants and completes progress reports.
- Ensures staff follow the principles of Healthy Child Development (High Five) in the planning and delivery of programs.
- Ensures that program facilities, equipment and supplies meet Health and Safety standards.
- Takes action to deal with incidents, problems and emergencies and comply with Divisional/City Policies and Procedures.
- Attends and participates in meetings and training sessions, including participating in Mandatory First Alert Training.



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|---|-----------------------------------|
| Job Title: CAN-BIKE Instructor Trainer | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To provide expert cycling instruction, skill assessment and risk management in an on-road environment in order to develop and certify new CAN-BIKE instructors to the level required by the CAN-BIKE national standard and to instruct all levels within the CAN-BIKE program.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

Bicycle, helmet, recreation and various office equipment, first aid kit.

Job Functions:

- Plans, organizes, implements and provides instruction to develop and certify new CAN-BIKE instructors.
- Assesses and trains participants to qualify for certification as CAN-BIKE instructors.
- Provides experiential learning opportunities in how to instruct both adults and children in all of the various courses in aspects of the CAN-BIKE program.
- Ensures that all students have a good understanding of risk management procedures and adherence to completing all administrative tasks, including incident/accident forms. Ensures adherence to all policy and safety guidelines as outlined in policy and procedure manuals.
- Evaluates students on their ability to secure teaching environments and to assess all equipment (bikes and helmets) according to Health and Safety Standards.
- Trains instructor candidates to plan and verify cycling routes prior to the start.
- Instructs on strategies to limit falls in the bike handling skills practise sessions.
- Maintains a safe and supportive learning environment, ensuring that the skills being taught are appropriate for the skill level of the instructor candidates.
- Provides risk management techniques to adapt to changing road and weather conditions and the different levels of fitness of students.
- Ensures pre-course communication with students to assign readings and preparation for the workshop.
- Co-ordinates with co-instructor if applicable.
- Performs administrative tasks to support the program.
- Establishes and maintains excellent relations with the public and all internal staff and departments. Interacts with participants, staff and the public to provide program information.
- Demonstrates correct use of cycling safety equipment and procedures.

Can-Bike Instructor Trainer

- Ensures staff follow the principles of Healthy Child Development (High Five) in the planning and delivery of programs.
- Ensures that program facilities, equipment and supplies meet Health and Safety standards.
- Takes action to deal with incidents, problems and emergencies and comply with Divisional/City Policies and Procedures.
- Attends and participates in meetings and training sessions, including participating in Mandatory First Alert Training.



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|---|-----------------------------------|
| Job Title: CAN-BIKE Program Coordinator | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To co-ordinate the planning, organizing, implementing, directing and evaluating CAN-BIKE public programs.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

Local 79 P/T Recreation Workers

Machines And Equipment Used:

Bicycle, helmet, recreation and various office equipment, first aid kit.

Job Functions:

- Co-ordinate the planning, organizing, implementing, directing and evaluating CAN-BIKE programs.
- Assists with scheduling for the FUN Guide and production of the CAN-BIKE flyer.
- Arranges production and distribution of CAN-BIKE promotional materials.
- Schedules attendance at a variety of promotional special events and shows.
- Provides presentations and workshops for the CAN-BIKE program.
- Assists with instructor recruitment and training.
- Coordinates sale of instructor materials.
- Facilitates communication with instructors and Recreation Programmers.
- Provides logistical support for CAN-BIKE courses.
- Co-ordinates the CAN-BIKE hotline and answers public inquiries.
- Administers CAN-BIKE record-keeping.
- Assists with curriculum review and development.
- Prepares meeting agendas and minutes.
- Prepares reports and evaluations related to CAN-BIKE course delivery.
- Prepares and composes material for Cyclometer newsletter and the website.
- Performs administrative tasks to support the program.
- Develops and distributes resources to assist staff with their programs.
- Works cooperatively and maintains ongoing communication with other program staff. Interacts with participants, staff and the public to provide program information.
- Attends and successfully completes related mandatory and in-service training sessions (First Alert, WHMIS, etc.).



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|---|-----------------------------------|
| Job Title: First Aid Coordinator | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To assess, treat and follow-up on injuries and all other health issues relating to campers and staff.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

First aid kit, recreation and various office equipment.

Job Functions:

- Assesses treats and follows-up on injuries and all other health issues relating to campers and staff.
- Completes and maintain camper and staff medical records and reports.
- Ensures medical equipment, supplies and first aid kits are available and maintained in a safe condition.
- Communicates with parents/caregivers regarding accidents and injuries.
- Facilitates first aid training for part time camp staff.
- Interacts with parents/caregivers, staff and participants to provide program information.
- Takes action to deal with incidents, problems, emergencies and parent/caregiver concerns as outlined in Divisional policies and procedures.
- Performs administration tasks to support the program.
- Attends and participates in meetings and training sessions.



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|---|-----------------------------------|
| Job Title: Leadership Development Coordinator | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To plan, organize, coordinate, implement and conduct leadership development programs for participants to learn leadership theory and develop leadership skills.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

Various office and recreation equipment, automobile, first aid kit.

Job Functions:

- Plans, organizes, coordinates, implements and conducts the theoretical component of the Leadership Development program.
- Coordinates the selection and evaluation of program participants.
- Co-ordinates and monitors placements for participants in recreation programs for practical experience and training.
- Performs administrative tasks to support the program.
- Interacts with staff to provide program information.
- Assists in the publicity and promotion of the leadership program.
- Assists in the evaluation of the leadership program and makes program recommendations.
- Takes action to deal with incidents, problems, emergencies and parent/caregiver concerns as outlined in Divisional policy and procedures.
- Interacts with parents/caregivers, staff and participants to provide program information.
- Attends and participates in meetings and training sessions.



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|---|-----------------------------------|
| Job Title: Performing Arts Instructor | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To provide creative performing arts instruction and skill development that allows self expression in a comfortable and safe environment.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

First aid kit, related creative art equipment and recreation equipment and various office equipment.

Job Functions:

- Plans, organizes, implements and instructs program session for Performing Arts programs for a variety of ages (including but not limited to Drama, Comedy and Musical Theatre).
- Prepares lesson plans based on program curriculum prior to the start of the program session.
- Ensures necessary supplies and equipment list is provided prior to start of session to your appropriate supervisor.
- Ensures that the appropriate supplies and equipment are in place and operational before the start of each class.
- Ensures that the supplies and equipment are cleaned and stored away after use.
- Trains, oversees and evaluates assistant instructors or volunteers assigned to the program.
- Interacts with the public and all internal staff to provide program information.
- Adheres to all policy and safety guidelines as outlined in the Part Time Recreation Workers Handbook and all relevant policy and procedure manuals.
- Performs administrative tasks necessary to support the program (i.e. attendance, incident and accident reports).

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|---|-----------------------------------|
| Job Title: Dance Instructor | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To provide dance instruction and skill development that allows self expression in a comfortable and safe environment.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

First aid kit, related creative art equipment and recreation equipment.

Job Functions:

- Instructs safe and enjoyable age appropriate lessons that meet the needs of a variety of ages.
- Prepares lesson plans based on program curriculum prior to the start of the program session.
- Ensures supplies and equipment list is provided prior to start of session to the appropriate supervisor.
- Ensures that the appropriate supplies and equipment are in place and operational before the start of each class.
- Ensures that the supplies and equipment are cleaned and stored away at the end of the class.
- Trains, oversees and evaluates assistant instructors or volunteers assigned to the program.
- Interacts with the public and all internal staff to provide program information.
- Adheres to all policy and safety guidelines as outlined in the Part Time Recreation Workers Handbook and all relevant policy and procedure manuals.
- Performs administrative tasks necessary to support the program (i.e. attendance, incident and accident reports).

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|---|-----------------------------------|
| Job Title: Visual Arts Instructor | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To provide creative visual arts instruction and skill development that allows self expression in a comfortable and safe environment.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

L79 P/T Recreation Workers

Machines And Equipment Used:

First aid kit, related creative art, sound, recreation equipment and various office equipment.

Job Functions:

- Plans, organizes, implements and instructs program session for Visual Arts programs for a variety of ages (including but not limited to Oil Painting, Watercolour, Drawing & Painting).
- Prepares lesson plans based on program curriculum prior to the start of the program session.
- Ensures necessary supplies and equipment list is provided prior to start of session to the appropriate supervisor.
- Ensures that the appropriate supplies and equipment are in place and operational before the start of each class.
- Ensures that the supplies and equipment are cleaned and stored away after use.
- Trains, oversees and evaluates Assistant Art Instructors or volunteers assigned to the program.
- Interacts with the public and all internal staff to provide program information.
- Adheres to all policy and safety guidelines as outlined in the Part Time Recreation Workers Handbook and all relevant policy and procedure manuals.
- Performs administrative tasks necessary to support the program (i.e. attendance, incident and accident reports).

| | |
|---|-----------------------------------|
| Job Title: Music Instructor | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To provide music instruction and skill development that allows self expression in a comfortable and safe environment.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

First aid kit, musical instruments, sound, art and recreation equipment.

Job Functions:

- Plans, organizes, implements and instructs program session for Music programs for a variety of ages (including but not limited to Keyboard, Guitar and Piano).
- Prepares lesson plans based on program curriculum prior to the start of the program session.
- Ensures necessary supplies and equipment list is provided prior to start of session to the appropriate supervisor.
- Ensures that the appropriate supplies and equipment are in place and operational before the start of each class.
- Ensures that the supplies and equipment are cleaned and stored away at the end of the class.
- Trains, oversees and evaluates assistant instructors or volunteers assigned to the program.
- Interacts with the public and staff to provide program information.
- Adheres to all policy and safety guidelines as outlined in the Part Time Recreation Workers Handbook and all relevant policy and procedure manuals.
- Performs administrative tasks to support the program (i.e. attendance, incident and accident reports).

| | |
|---|-----------------------------------|
| Job Title: Children's Arts and Crafts Instructor | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To provide basic creative visual arts instruction and skill development for children that allows self expression in a comfortable and safe environment.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

Local 79 P/T Recreation Workers

Machines And Equipment Used:

First aid kit, related creative art equipment and recreation equipment.

Job Functions:

- Plans, organizes, implements and instructs Arts and Crafts programs for children in a specified medium (including but not limited to basic Art and Crafts, Popsicle Sticks, Scrap Crafts, Drawing and Finger Painting).
- Prepares lesson plans based on program curriculum prior to the start of the program session.
- Ensures necessary supplies and equipment list is provided prior to start of session to the appropriate supervisor.
- Ensures that the appropriate supplies and equipment are in place and operational before the start of each class and that the supplies and equipment is cleaned and stored away at the end of the class.
- Trains, directs any Assistant Art Instructor or volunteer assigned to the program.
- Establishes and maintains relations with the public and all internal staff.
- Adheres to all policy and safety guidelines as outlined in the Part Time Recreation Workers Handbook and all relevant policy and procedure manuals.
- Performs all administrative tasks necessary to support the program (i.e. attendance, incident and accident reports).

| | |
|---|-----------------------------------|
| Job Title: Adult/Older Adult Crafts & Hobby Instructor | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To provide creative craft and hobby instruction and skill development for Adult &/or Older Adult programs that allows self expression in a comfortable and safe environment.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

Local 79 P/T Recreation Workers

Machines And Equipment Used:

First aid kit, related creative art equipment and recreation equipment.

Job Functions:

- Plans, organizes, implements and instructs program session for Craft and Hobby programs for Adults &/or Older Adults in a specified medium (including but not limited to Stain Glass, Knitting and Woodcarving).
- Prepares lesson plans based on program curriculum prior to the start of the program session.
- Ensures necessary supplies and equipment list is provided prior to start of session to the appropriate supervisor.
- Ensures that the appropriate supplies and equipment are in place and operational.
- Ensures supplies and equipment are cleaned and stored away after use.
- Trains, oversees and evaluates assistant instructors or volunteers assigned to the program.
- Interacts with the public and all internal staff to provide program information.
- Adheres to all policy and safety guidelines as outlined in the Part Time Recreation Workers Handbook and all relevant policy and procedure manuals.
- Performs administrative tasks necessary to support the program (i.e. attendance, incident and accident reports).

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|---|-----------------------------------|
| Job Title: Wading Pool Attendant | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To ensure a safe aquatic environment for wading pool and splash pad patrons through supervision, accident prevention, public education, and public relations.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

Local 79 P/T Recreation Workers

Machines And Equipment Used:

First aid kit, pool testing kit, rescue and recreation equipment.

Job Functions:

- Ensures a safe aquatic environment for wading pool and splash pad patrons through supervision, accident prevention, public education, and public relations.
- Ensures compliance with Ministry of Health Guidelines for Public Wading Pools and all relevant legislation and policy and procedures manuals.
- Ensures that the appropriate equipment is in place and operational and that the equipment is stored away after use.
- Executes emergency procedures and uses safety/rescue equipment.
- Monitors and controls access to the program.
- Performs administrative tasks to support the program and keeps daily logs.
- Attends and participates in meetings and training sessions.
- Interacts with the public and staff to provide program information. Promotes activities/events.
- Takes appropriate action to deal with incidents, problems and emergencies as outlined in Divisional policies and procedures.
- Performs pool and facility maintenance. (i.e. adds appropriate chemicals (adhering to WHMIS Guidelines), filling, draining, and cleaning of the wading pool).
- Performs maintenance/janitorial duties including but not restricted to: change room/washroom cleaning and disinfecting, pool chemistry tests, vacuuming, backwashing, chemical balancing, and pool fouling clean up.



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|---|-----------------------------------|
| Job Title: Swim Instructor | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To provide swimming instruction, skill evaluation, supervision of the participants, accident prevention, rescue skills, public education and public relations.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

First aid kit, pool testing kit, recreation, rescue and various office equipment.

Job Functions:

- Provides swimming instruction, skill evaluation, and supervision of the participants, accident prevention, rescue skills, public education and public relations.
- Plans, conducts and implements safe and educational swimming lessons.
- Ensures that the appropriate equipment is in place and operational and that the equipment is stored away after use.
- Attends and participates in meetings and training sessions.
- Executes emergency procedures and uses safety/rescue equipment.
- Ensures compliance with Ontario Health Regulations and all relevant legislation and Policy and Procedures manuals.
- Performs tasks to support the program including report cards and worksheets.
- Performs maintenance/janitorial duties, including but not restricted to: changeroom/washroom cleaning and disinfecting, pool chemistry tests, vacuuming, backwashing, chemical balancing, and pool fouling clean up.

| | |
|---|-----------------------------------|
| Job Title: Specialty Aqua Fitness Instructor | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To provide specialty Aqua Fitness instruction.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

First aid kit, pool testing kit, recreation, rescue and various office equipment.

Job Functions:

- Provides specialty Aqua Fitness instruction.
- Plans, designs and implements a specialized Aquafitness class, for all ages and abilities.
- Ensures that the equipment is in place and operational and that the equipment is stored away after use.
- Ensures compliance with Ontario Health Regulations and all relevant legislation and Policy and Procedures manuals.
- Performs administrative tasks to support the program.
- Reports any situations and/or areas of concern to supervisor.
- Attends and participates in meetings and training sessions.
- Takes action to deal with incidents, problems and emergencies and comply with Divisional/City policies and procedures.
- Performs maintenance/janitorial duties, including but not restricted to: changeroom/washroom cleaning and disinfecting, pool chemistry tests, vacuuming, backwashing, chemical balancing, and pool fouling clean up.



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|---|-----------------------------------|
| Job Title: Part Time Pool In-Charge | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To be responsible for and in charge of the administration and operation of the pool and on site programs.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

Local 79 P/T Recreation Workers

Machines And Equipment Used:

Cash register, safe, first aid and pool testing kits, Point of Sale, training, communications equipment, pool testing kit, recreation equipment rescue equipment and various office equipment.

Job Functions:

- To be responsible for and in charge of the administration and operation of the pool and on site programs.
- Opens and closes the facility.
- Ensures compliance with Ontario Health Regulations and all relevant Policy and Procedure manuals.
- Ensures that facility and program staff levels are secured.
- Ensures that all staff are qualified and trained in emergency procedures and skills required of their position.
- Ensures that facility is appropriately equipped.
- Executes emergency procedures and uses safety/rescue equipment.
- Interacts with the public and staff to provide program information.
- Coordinates, plans, organizes, and implements special events.
- Performs administrative tasks to support the program including cash handling.
- Attends and participates in meetings and training sessions.
- Plans and implements staff training on site.
- Performs maintenance/janitorial duties as required, which include but not restricted to change room/washroom cleaning and disinfecting, pool chemistry tests, vacuuming, backwashing, chemical balancing, and pool fouling clean up.



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|---|-----------------------------------|
| Job Title: Part-time Aquatic Coordinator | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To assist in coordinating of the administration, planning, organization, and operation of Aquatic programs offered by Toronto Parks, Forestry and Recreation.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

Local 79 P/T Recreation Workers

Machines And Equipment Used:

Cash register, safe, Point of Sale equipment, training equipment, first aid kit, communications equipment, recreation equipment, Pool Test kit, rescue equipment and various office equipment.

Job Functions:

- To assist in coordinating of the administration, planning, organization, and operation of Aquatic programs offered by Toronto Parks, Forestry and Recreation.
- Ensures compliance with Ontario Health Regulations and all other relevant legislation and Policy and Procedure manuals.
- Ensures that facilities are appropriately equipped.
- Executes emergency procedures and uses safety/rescue equipment.
- Ensures that all facilities/programs are operating optimally and reports all concerns to supervisor.
- Performs and/or supervises administrative tasks to support the program including cash handling.
- Interacts with the public and staff to provide program information.
- Ensures that all facilities/programs staff levels are properly staffed.
- Ensures that all staff is qualified and trained in emergency procedures and skills required of their position.
- Monitors the performance of assigned Aquatic staff.
- Oversees the planning, organization, and implementation of special events.
- Attends and participates in meetings and training sessions.
- Coordinates the implementation of staff training.
- Performs maintenance/janitorial duties including but not restricted to: changeroom/washroom cleaning and disinfecting, pool chemistry tests, vacuuming, backwashing, chemical balancing, and pool fouling clean up.



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|---|-----------------------------------|
| Job Title: Lifeguard | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To ensure a safe aquatic environment for participants through supervision, accident prevention, rescue skills, public education and public relations.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

First aid kit, pool testing kit, recreation, rescue and various office equipment.

Job Functions:

- Ensures a safe aquatic environment for participants through supervision, accident prevention, rescue skills, public education and public relations.
- Ensures the safety and supervision of participants in the pool area.
- Ensures compliance with the Ontario Health Regulations and all relevant policy and procedures manuals.
- Ensures that the equipment is in place and operational and that the equipment is stored away after use.
- Executes emergency procedures and uses safety/rescue equipment.
- Monitors and controls access to the program.
- Performs administrative tasks to support the program including cash handling.
- Attends and participates in meetings and training sessions.
- Performs maintenance/janitorial duties including but not restricted to: changeroom/washroom cleaning and disinfecting, pool chemistry tests, vacuuming, backwashing, chemical balancing, and pool fouling clean up.

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|---|-----------------------------------|
| Job Title: Aquatic Specialty Instructor | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To provide specialized aquatic program instruction.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

First aid kit, pool testing kit, recreation, rescue and various office equipment.

Job Functions:

- Provides specialized aquatic program instruction.
- Plans, implements and conducts safe and educational swimming lessons for a variety of ages.
- Ensures that appropriate equipment is in place and operational and that the equipment is stored away after use.
- Attends and participates in meetings and training sessions.
- Executes emergency procedures and uses safety/rescue equipment.
- Interacts with the public and staff to provide program information.
- Ensures compliance with Ontario Health Regulations and all relevant legislation and Policy and Procedures manuals.
- Performs administrative tasks necessary to support the program, including report cards and work sheets.
- Perform maintenance/janitorial duties including but not restricted to: change room/washroom cleaning and disinfecting, pool chemistry tests, vacuuming, backwashing, chemical balancing, and pool fouling clean up.



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|---|-----------------------------------|
| Job Title: Aquatic Program Assistant | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To assist aquatic staff in the delivery of aquatic programs.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

First aid kit, pool testing kit, recreation, rescue and various office equipment.

Job Functions:

- Assists aquatic staff in the delivery of aquatic programs.
- Performs administrative tasks to support the program.
- Attends and participates in meetings and service training sessions.
- Executes emergency procedures and uses safety/rescue equipment.
- Ensures compliance of all relevant policies and procedures.
- Performs maintenance/janitorial duties, including but not restricted to: changeroom/washroom cleaning and disinfecting, pool chemistry tests, vacuuming, backwashing, chemical balancing, and pool fouling clean up.

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|---|-----------------------------------|
| Job Title: Aquatic Examiner | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To conduct exams that meets the standards prescribed by the Lifesaving Society of Canada and/or other certifying aquatic agencies.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

Local 79 P/T Recreation Workers

Machines And Equipment Used:

Training, communications, recreation, rescue and various office equipment.

Job Functions:

- Conducts exams that meet the standards prescribed by the Lifesaving Society of Canada and/or other certifying aquatic agencies.
- Conducts the testing of candidates.
- Teaches recertification courses.
- Ensures compliance with Regulations and all relevant Policy and Procedure manuals.
- Executes emergency procedures and uses safety/rescue equipment.
- Performs administrative tasks to support the program.
- Represents certifying organization and the City of Toronto.
- Communicates exam results to candidates.
- Interacts with parents, participants and staff to provide information and answer inquires.



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|---|-----------------------------------|
| Job Title: Aqua Fitness Instructor | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To provide Aqua Fitness instruction.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

First aid kit, pool testing kit, recreation, rescue and various office equipment.

Job Functions:

- Provides Aqua Fitness instruction.
- Plans, designs and implements Aqua Fitness classes for all ages and abilities.
- Ensures that the equipment is in place and operational and that the equipment is stored away after use.
- Attends and participates in meetings and training sessions.
- Ensures compliance with Ontario Health Regulations and all relevant legislation and Policy and Procedures manuals.
- Performs administrative tasks to support the program.
- Reports any situations and/or areas of concern to supervisor.
- Takes action to deal with incidents, problems and emergencies and comply with Divisional/City policies and procedures.
- Performs maintenance/janitorial duties, including but not restricted to: changeroom/washroom cleaning and disinfecting, pool chemistry tests, vacuuming, backwashing, chemical balancing, and pool fouling clean up.

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|---|-----------------------------------|
| Job Title: Parks Youth Coordinator | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To plan, design, organize and coordinate core programs and conduct research for Parks special events and projects.

Reports To:

Program Supervisor

Direction Received:

Community Recreation programmer (TF0430)

Direction Exercised:

Local 79 P/T Recreation Workers

Machines And Equipment Used:

Communications, recreation and various office equipment, first aid kit.

Job Functions:

- Plans, designs, organizes and coordinates core programs and conducts research for Parks special events and projects.
- Performs administrative tasks to support the program. Prepares statistical reports.
- Interacts with staff, participants the public and agencies to provide program information.
- Develops and sets up computer applications to store and retrieve data.
- Takes action to deal with incidents, problems and emergencies and comply with Divisional policies and procedures.
- Attends and participates in meetings and training sessions.

| | |
|---|-----------------------------------|
| Job Title: Parks Youth Leader | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To assist with the planning, conducting and coordinating of research for Parks special events and projects.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

Local 79 P/T Recreation Workers

Machines And Equipment Used:

Communication, recreation and various office equipment, first aid kit.

Job Functions:

- Assists with the planning, conducting and coordinating of research for Parks special events and projects.
- Performs administrative tasks to support the program. Prepares statistical reports.
- Interacts with staff, participants the public and agencies to provide program information.
- Develops and sets up computer applications to store and retrieve data.
- Takes action to deal with incidents, problems and emergencies and comply with Divisional policies and procedures.
- Attends and participates in meetings and training sessions.

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|---|-----------------------------------|
| Job Title: Parks Stadium/Rink Facility Attendant In-Charge | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To oversee the administration and operation of Parks Stadiums and/or Rink recreational programs and the facilities.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

Local 79 P/T Recreation Workers

Machines And Equipment Used:

Various office maintenance, communications and recreation equipment, first aid kit.

Job Functions:

- Oversees the administration and operation of recreational programs and the facility.
- Provides and maintains customer relations to permit holders, participants and the public.
- Directs, trains and schedules staff.
- Directs, monitors and controls access to the program and/or facility.
- Maintains the facility by performing general cleaning duties, maintaining supplies and identifying required repairs and reporting deficiencies.
- Ensures set up is in place for permit holders and monitors use.
- Participates in the planning and implementation of special events.
- Performs administrative tasks necessary to support the program.
- Ensures the exterior of the facility is in good working order.
- Determines need for cancellation due to weather conditions and informs permit holders of same.
- Monitors permits for changes in application.
- Ensures emergency equipment is in working order.
- Ensures all available information for the public and staff is posted in a clear and visible manner.
- Attends and participates in meetings and training sessions.
- Opens and closes the facility.
- Takes action to deal with, accidents, problems and emergencies, as outlined in the divisional policies and procedures.
- Interacts with staff, participants and stakeholders to provide program information.
- Ensures supplies are maintained.
- Performs maintenance duties. Identifies required repairs.

| | |
|---|-----------------------------------|
| Job Title: Facility Attendant | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To assist facility/recreation staff with overall building operation and in providing a safe recreational environment for permit holders, participants and the public.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

Various office, maintenance, communications, and recreation equipment, first aid kit, pool test kit.

Job Functions:

- Assists facility/recreation staff with overall building operation and providing a safe recreational environment for permit holders, participants and the public.
- Opens and closes facility including arming and disarming security systems.
- Responds to inquiries from facility tenants, users, and staff and provides facility information.
- Ensures public compliance with Divisional policies.
- Performs general cleaning duties.
- Ensures the set up is in place for permit holders and participants and monitors use.
- Performs administrative tasks to support the program.
- Acts as a member of the on-site emergency response team.
- Completes shift summary in the facility logbook ensuring that critical information is recorded and shared with co-workers.
- Assists facility maintenance staff during the annual maintenance break.
- Adheres to all safety guidelines in accordance with the Ontario Health and Safety Act.
- Takes action to deal with incidents, problems and emergencies and comply with Divisional/City Policies and Procedures.
- Attends and takes part in meetings and training sessions.



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|---|-----------------------------------|
| Job Title: ECO Program Expansion Specialist | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To assist in the expansion of children's nature and gardening programs to Community Centre's across the City.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

Local 79 P/T Recreation Workers

Machines And Equipment Used:

First aid kit, recreation, vehicle and various office equipment.

Job Functions:

- Assists in the expansion of children's nature and gardening programs to Community Centre's across the City.
- Supports the administration, coordination and delivery of Children's Garden & Exploring Toronto Programs and community events.
- Assists in the preparation and delivery of staff training in local ecology, organic gardening & children's environmental programming.
- Researches, coordinates, produces and distributes supplies and resources for staff training, program development, promotion and expansion.
- Assists and supports garden site design, preparation, planting, development, harvest and maintenance.
- Assists with coordination of program staff, volunteers, partnerships, sponsorships and program documentation.
- Interacts with parents, schools, community agencies, staff and the public to provide program information.
- Assists with accounting and reports.
- Oversees administrative tasks performed to support the program.
- Attends and participates in meetings and training sessions.
- Travels from site to site.



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|---|-----------------------------------|
| Job Title: ECO Program Instructor | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To develop, plan, coordinate, implement and evaluate educational garden and nature based programs.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

First aid kit, recreation and office equipment.

Job Functions:

- Develops, plans, coordinates, implements, and evaluates children's garden and nature based programs.
- Develops, coordinates, implements and evaluates Eco Camp programming in nature exploration and organic gardening.
- Provides outdoor gardening, hiking and camp experiences for children and youth.
- Performs administrative tasks to support the program.
- Interacts with staff, parents, schools, community agencies and the public to provide program information.
- Coordinates and delivers programming at community events.
- Maintains children's garden.
- Attends and participates in meetings and training sessions.

| | |
|---|-----------------------------------|
| Job Title: ECO Program Coordinator | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To assist staff with administrating and overseeing the delivery of the Children’s Garden, Exploring Toronto and Eco Camp programs.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

Local 79 P/T Recreation Workers

Machines And Equipment Used:

First aid kit, recreation, vehicle and various office equipment.

Job Functions:

- Administers and oversees the delivery of Children’s Garden & Exploring Toronto Programs and Eco Camps.
- Assists in planning, delivery and evaluation of events, drop-in programs and workshops.
- Assists in the preparation and delivery of staff training in environmental programming (i.e. local ecology, organic gardening, children’s environmental programming and recreational policies & procedures).
- Coordinates garden site preparation, planting, development, harvest and maintenance.
- Assists and supports satellite garden and program sites City-wide.
- Coordinates, administers and supports staff.
- Performs administrative tasks to support the program.
- Coordinates program volunteers, contacts, partnerships, sponsorships and program documentation.
- Interacts with parents, schools, community agencies, City staff and the public to provide program information.
- Assists with budget recording and reporting.
- Coordinates CLASS and Fun Guide submissions.
- Provides promotional materials, reports and supplies.
- Assists with development, preparation and submission of proposals.
- Coordinates research, planning, preparation and delivery of new or special projects.
- Attends and participates in meetings and training sessions.
- Travels from site to site.

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|---|-----------------------------------|
| Job Title: Older Adult Interest Convenor | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To plan, coordinate, administer and implement safe and enjoyable older adult drop-in or subscriber programs.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

First aid kit, recreation and various office equipment.

Job Functions:

- Plans, coordinates, administers and implements safe and enjoyable older adult drop-in or subscriber programs.
- Conducts special interest programs such as trips, cards, crafts and socials.
- Ensures that program facilities, equipment and supplies meet Health and Safety standards.
- Performs administrative tasks to support the program.
- Takes action to deal with incidents, problems and emergencies as outlined in Divisional policies and procedures.
- Attends and participates in meetings and training sessions.

| | |
|---|-----------------------------------|
| Job Title: Older Adult Program Coordinator | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To plan, organize, implement, direct, evaluate and promote recreation programs and activities for Older Adults.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

Local 79 P/T Recreation Workers, volunteers

Machines And Equipment Used:

Cash register, safe, Point of Sale, recreation, first aid kit, automobile and various office equipment.

Job Functions:

- Plans, organizes, implements, directs, evaluates and promotes recreational programs and activities for Older Adults.
- Recruits, selects, trains, schedules, directs and participates in the evaluation of part time staff and volunteers.
- Evaluates facility attendance and program registration and recommends adjustments to supervisor.
- Prepares proposals for funding (grants and sponsorship).
- Interacts with staff, outside agencies and the public to provide program needs and information.
- Handles cash and issues receipts to program participants.
- Prepares bank deposits, completes deposit summary form and delivers to bank.
- Ensures that program facilities, equipment and supplies meet Health and Safety standards.
- Performs administrative tasks to support the program.
- Takes action to deal with incidents, problems and emergencies as outlined in Divisional/City Policies and Procedures.
- Attends and participates in meetings and training sessions.
- Travels from site to site.

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|---|-----------------------------------|
| Job Title: Older Adult Community Coordinator | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To promote programs and services for older adults.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

First aid kit, recreation and various office equipment.

Job Functions:

- Promotes programs and services for older adults and implements the delivery of older adult programming initiatives focusing on different cultures or different age groups.
- Interacts with staff, participants and the public to provide program information.
- Provides outreach to Community groups/partners and agencies in promoting awareness of older adult programming regarding recreational/social activities and available community opportunities.
- Provides outreach to older adults in ethno-racially-diverse communities with a focus on new immigrants and low-income communities; working with individuals/groups in implementing free physical activities/related events.
- Plans, schedules and conducts focus groups to gather data and feedback.
- Assists staff in implementing older adult programming.
- Performs administrative tasks to support the program.
- Attends and participates in meetings and training sessions.

| | |
|---|-----------------------------------|
| Job Title: Preschool & Children Program Specialist | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To plan, organize and independently lead specialized program activities for preschoolers (0-5 years) and/or children. (6-12 years).

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

First aid kit, recreation and various office equipment.

Job Functions:

- Plans, organizes and independently leads specialty programs for preschoolers and/or children.
- Follows the principles of Healthy Child Development (High Five) in the planning and delivery of programs.
- Provides instructions that will guide the child's development.
- Ensures that equipment and supplies meet Health and Safety standards.
- Evaluates participants and completes achievement records according to program curriculum.
- Performs administrative tasks to support the program.
- Takes actions to deal with incidents, problems and emergencies as outlined in Divisional policies and procedures.
- Liaises with caregivers and responds to inquiries.
- Attends and participates in meetings and training sessions.



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|---|-----------------------------------|
| Job Title: Preschool and Children Program Leader | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To plan, organize and lead activities for preschoolers (0-5 years) and/or children (6-12 years).

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

First aid kit, recreation and various office equipment.

Job Functions:

- Plans, organizes and leads activities for preschoolers and/or children.
- Follows the principles of Healthy Child Development (High Five) in the planning and delivery of programs.
- Monitors preschoolers and children's participation in activities and provides feedback to participants to ensure positive experience.
- Ensures the equipment and supplies meet Health and Safety standards, and are operational and stored away after use.
- Performs administrative tasks to support the program.
- Takes action to deal with incidents, problems and emergencies as outlined in Divisional policies and procedures.
- Liaises with caregivers and respond to inquiries.
- Attends and participates in meetings and training sessions.

| | |
|---|-----------------------------------|
| Job Title: Preschool & Children Program Instructor | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To instruct introductory program level activities for preschoolers (0-5 years) and/or children (6-12 years).

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

First aid kit, recreation and various office equipment.

Job Functions:

- Plans, organizes and instructs programs for preschoolers and/or children.
- Follows the principles of Healthy Child Development (High Five) in the planning and delivery of programs.
- Provides instruction that will guide the child's development and provides feedback to participants to ensure positive experience.
- Ensures that equipment and supplies meet Health and Safety standards and are in place, operational and stored away after use.
- Performs administrative tasks to support the program.
- Takes action to deal with incidents, problems and emergencies as outlined in Divisional policies and procedures.
- Liaises with caregivers and respond to inquiries.
- Attends and participates in meetings and training sessions.



| | |
|---|-----------------------------------|
| Job Title: Preschool & Children Program Coordinator | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To plan, lead and organize programs for preschoolers (0-5 years) and /or children (6-12 years) providing on-site program direction.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

Local 79 P/T Recreation Workers

Machines And Equipment Used:

Cash register, safe, first aid kit, pool testing kit, Point of Sale, training, communications, recreation and various office equipment.

Job Functions:

- Plans, leads and organizes programs for preschoolers and/or children.
- Provides recommendations regarding selection, training, and evaluation of program leaders.
- Follows the principles of Healthy Child Development (High Five) in the planning and delivery of programs.
- Ensures that program facilities, equipment and supplies meet Health and Safety standards.
- Provides on-site direction and general guidance to staff.
- Performs administrative tasks to support the program.
- Takes action to deal with incidents, problems and emergencies as outlined in Divisional/City policies and procedures.
- Interacts with staff and the public to provide program information.
- Liaises with caregivers and responds to inquiries.
- Liaises with Divisions/staff and the public.
- Attends and participates in meetings and training sessions.



| | |
|--|-----------------------------------|
| Job Title: Preschool and Children Area/Multiple Program Coordinator | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To oversee the planning, direction and administration of multiple programs for preschoolers (0-5 years) and/or children (6-12 years) in a variety of locations.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

Local 79 P/T Recreation Workers

Machines And Equipment Used:

Cash register, safe, Point of Sale, training, communications, recreation, pool testing, first aid kits and various office equipment.

Job Functions:

- Oversees the planning, direction and administration of multiple programs for preschoolers and/or children.
- Assists in the selection, training, direction and evaluation of program leaders.
- Oversees multiple programs staff/locations, and provides direction to staff.
- Assists in the evaluation of programs and make recommendations.
- Ensures staff follow the principles of Healthy Child Development (High Five) in the planning and delivery of programs.
- Ensures program facilities, equipment and supplies meet Health and Safety standards.
- Performs administrative tasks to support the program.
- Assists in the publicity and promotion of the programs.
- Takes action to deal with incidents, problems and emergencies as outlined in Divisional policies and procedures.
- Liaises with caregivers and responds to inquiries.
- Attends and participates in meetings and training sessions.



| | |
|---|-----------------------------------|
| Job Title: Weight Room Attendant | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To assist in the operations of a weight room and conduct weight room orientations.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

First aid kit, fitness, weight room and various office equipment.

Job Functions:

- Conducts weight room orientations and assists in the operation of a weight room.
- Ensures safe use, condition and storage of equipment.
- Handles in-person registration, phone enquires/bookings and monies.
- Reports any incidents/accidents and/or areas of concern to supervisor.
- Monitors and maintains attendance, fitness passes and memberships.
- Interacts with staff, participants and the public to provide program information.
- Attends and participates in meetings and training sessions.
- Ensures safety and cleanliness in the weight room.

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|---|-----------------------------------|
| Job Title: Specialty Fitness Instructor | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To design, promote and implement assigned specialized fitness classes within the guidelines of a recognized specialty fitness (Yoga, Tai Chi, Pilates, Qigong) certifying organization.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

Fitness, sound, recreation, first aid kit and various office equipment.

Job Functions:

- Designs, promotes and implements specialized fitness classes within the guidelines of a recognized specialty fitness (Yoga, Tai Chi, Pilates, Qigong) certifying organization.
- Plans, organizes and instructs safe and enjoyable group specialty fitness classes for all ages and abilities.
- Sets-up and takes-down all necessary equipment for the class.
- Reports any incidents/accidents and/or areas of concern to supervisor.
- Monitors and maintains attendance, fitness passes and memberships.
- Interacts with staff, participants and the public to provide program information.
- Ensures safe use, condition and storage of equipment.
- Attends and participates in meetings and training sessions.

| | |
|---|-----------------------------------|
| Job Title: Personal Trainer | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To provide individual or small group fitness training.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

Fitness, recreation, first aid kit and various office equipment.

Job Functions:

- Provides individual or small group fitness training.
- Performs basic fitness assessments.
- Designs and implements fitness programs based on assessment results.
- Set-ups and takes-down all necessary equipment for the class.
- Ensures safe use, condition and storage of equipment.
- Reports any incidents/accidents and/or areas of concern to supervisor.
- Monitors and maintains attendance.
- Interacts with staff, participants and the public to provide program information.
- Attends and participates in meetings and training sessions.

| | |
|---|-----------------------------------|
| Job Title: Fitness Instructor | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To design, promote and implement fitness classes within the guidelines of a recognized fitness certifying organization.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

Fitness, sound, recreation, first aid kit and various office equipment.

Job Functions:

- Designs, promotes and implements fitness classes within the guidelines of a recognized fitness certifying organization.
- Plans, organizes and instructs safe and enjoyable group fitness classes for all ages and abilities.
- Sets-up and takes-down all necessary equipment for the class.
- Reports any incidents/accidents and/or areas of concern to supervisor.
- Monitors and maintains attendance, fitness passes and memberships.
- Interacts with staff, participants and the public to provide program information.
- Ensures safe use, condition and storage of equipment.
- Attends and participates in meetings and training sessions.

| | |
|---|-----------------------------------|
| Job Title: Fitness Consultant | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To design and implement fitness programs based on personal fitness assessment results and assist in the operation of a Fitness Centre.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

Cash register, safe, Point of Sale equipment, first aid kit, fitness, recreation and other various office equipment.

Job Functions:

- Designs and implements personal fitness programs based on personal fitness assessment results and assists in the operation of a Fitness Centre.
- Assists in the operation of a Fitness Centre.
- Ensures safe use, condition and storage of equipment.
- Handles in-person registration, phone enquires/bookings and the handling of money, where applicable.
- Reports any incidents/accidents and/or areas of concern to appropriate supervisor.
- Monitors and maintains attendance, fitness passes and memberships, where applicable.
- Interacts with staff, participants and the public to provide program information.
- Sets-up and takes down all necessary equipment for testing and programs.
- Attends and participates in all meetings and training sessions.

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|---|-----------------------------------|
| Job Title: Fitness Centre Staff | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To assist in the operation of a Fitness Centre.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

Cash register, safe, Point of Sale equipment, first aid kit, fitness, recreation and various office equipment.

Job Functions:

- Conducts weight room orientations and assists in the operation of a Fitness Centre.
- Ensures safe use, condition and storage of equipment.
- Handles in-person registration, phone enquires/bookings and monies.
- Reports any incidents/accidents and/or areas of concern to supervisor.
- Monitors and maintains attendance, fitness passes and memberships.
- Interacts with staff, participants and the public to provide program information.
- Attends and participates in meetings and training sessions.
- Ensure safety and cleanliness in the fitness centre.



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|---|-----------------------------------|
| Job Title: Recreation Customer Service Representative | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To provide support for Community Recreation Branch's Call Center operations.

Reports To:

Program Supervisor

Direction Received:

Registration Assistant (TF0098)

Direction Exercised:

N/A

Machines And Equipment Used:

Cash register, safe, Point of Sale equipment, communications and various office equipment, first aid kit.

Job Functions:

- Inputs registration through the Call Centre and in person.
- Processes payments for registration.
- Receives cash and various methods of payment.
- Provides customer service and resolves client conflicts.
- Uses the City's language line services as required.
- Answers public inquiries.
- Works with internal and external clients to satisfy the needs of the customer.
- Provides administrative support such as printing and distribution of customer receipts, confirmations, and enters in CLASS registration system, returned mailings.



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|---|-----------------------------------|
| Job Title: Permit Monitor | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To monitor and patrol City of Toronto parkland to ensure proper permit use.

Reports To:

Program Supervisor

Direction Received:

Support Assistant C (TF0006)

Direction Exercised:

N/A

Machines And Equipment Used:

First aid kit, communications, various office equipment, automobile.

Job Functions:

- Monitors and patrols City of Toronto parkland to ensure proper use of permits.
- Prints facility schedule logs using CLASS system.
- Monitors City of Toronto permits including special events and picnics.
- Interacts with community groups and staff.
- Completes daily logs.
- Performs administrative tasks to support the program.
- Reports findings to District Permit Officers on weekly basis.
- Attends and participates in meetings and training sessions.

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|---|-----------------------------------|
| Job Title: Senior Historical Interpreter | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Economic Development & Culture | Date Prepared: January 1, 2008 |

Job Summary:

To develop and deliver museum programs and services to the public and to assist in the operation of the museum facility.

Reports To:

Program Supervisor

Direction Received:

Museum Coordinator - TF0394
Senior Museum Program Officer - TF0100
Museum Program Officer - TF0091

Direction Exercised:

Historical Interpreter
Program Delivery
Education Assistant

Machines and Equipment Used:

Printing press, cooking hearth, loom, military and various office equipment and arts materials.

Job Functions:

- Develops, implements, and evaluates historical and educational interpretive programs for school groups, community groups, and the general public, both on-site and in the community.
- Participates in the development of outreach initiatives and community partnerships to support the vision of the institution.
- Conducts special research projects for the development of education and interpretive programs.
- Develops, presents and evaluates special events and external activities related to the Museum's function.
- Participates in the development of museum exhibits that support the interpretation and vision of the site.
- Supports museum programs (i.e. opening, closing, set-up, clean-up, reception, retail and general customer service).
- Assists with booking and registration of site programs and events.
- Assists in the promotion of the site and its programs.
- Participates in historical interpreter training, and provides feedback regarding peer evaluation.
- Participates in the care, maintenance and documentation of the collection and historical environment.
- Assists with recruitment, training and scheduling of volunteers.
- Participates in site security. Issues keys and site security codes.

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|---|-----------------------------------|
| Job Title: Museum Program Instructor | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Economic Development & Culture | Date Prepared: January 1, 2008 |

Job Summary:

To deliver museum programs and services to the public.

Reports To:

Program Supervisor

Direction Received:

Museum Coordinator - TF0394
 Senior Museum Program Officer - TF0100
 Museum Program Officer - TF0091

Direction Exercised:

N/A

Machines And Equipment Used:

Various office equipment, printing press, cooking hearth, loom, military equipment and arts materials.

Job Functions:

- Delivers museum programs and services to the public.
- Leads group programs and school groups for adult and children.
- Provides demonstrations for the public
- Conducts walking tours and casual visitor tours.
- Participates in all aspects of museum programs, events and retail functions including, opening, closing, set-up and general customer service.
- Assists with the set-up and takedown for special events.
- Assists with the security and preservation of the site and collection.
- Assists in the promotion of the site and its programs
- Represents the site at community events.
- Participates in the opening and/or closing of the site.
- Provides reception services.



| | |
|---|-----------------------------------|
| Job Title: Historical Interpreter | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Economic Development & Culture | Date Prepared: January 1, 2008 |

Job Summary:

To deliver museum programs and services and to assist in the research, development and implementation of museum programs.

Reports To:

Program Supervisor

Direction Received:

Museum Coordinator - TF0394
 Senior Museum Program Officer - TF0100
 Museum Program Officer - TF0091
 Senior Historical Interpreter

Direction Exercised:

Program Delivery
 Education Assistant

Machines and Equipment Used:

Printing press, cooking hearth, loom, military, various office equipment and arts materials.

Job Functions:

- Delivers museum programs and services and assists in the research, development and implementation of museum programs.
- Assists in development and implementation elements of historical and educational interpretive programs for school groups, community groups, and the general public, both on-site and in the community.
- Contributes to the development of special events, exhibits, research projects and community initiatives.
- Assists in the marketing of the site and its programs.
- Leads hands-on programs for a range of audiences including school groups, adults and children.
- Provides interpretation of a variety of historical activities to client groups and the general public.
- Conducts group and individual interpretive tours.
- Performs administrative tasks to support the program.
- Supports museum programs (i.e. opening, closing, set-up, clean-up, reception, retail and general customer service).
- Participates in volunteer training and supervision.
- Assists with the security, maintenance and preservation of the site and collection.
- Promotes site programs at community events.
- Provides site security related to program needs.

| | |
|---|-----------------------------------|
| Job Title: Building Attendant | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Economic Development & Culture | Date Prepared: January 1, 2008 |

Job Summary:

To provide building maintenance and event set up.

Reports To:

Senior Arts Consultant (TM0843)

Direction Received:

Community Cultural Coordinator (TF0382)

Direction Exercised:

Machines And Equipment Used:

Various theatre, event, maintenance, cleaning and snow clearing equipment.

Job Functions:

- Provides building maintenance and event set up.
- Monitors public area of facility.
- Provides customer service assistance to clients and the general public.
- Interacts with staff, clients and the public to provide program information.
- Assists with room set up and take down, including tables, chairs and other equipment.
- Maintains a clean, safe environment.
- Clears snow and ice from facility exterior.
- Ensures sidewalks and entrances are maintained in a safe manner (i.e. clear of snow and ice).
- Attends to building and client needs.



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|---|-----------------------------------|
| Job Title: Education Assistant | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Economic Development & Culture | Date Prepared: January 1, 2008 |

Job Summary:

To plan and co-ordinate seasonal and specialty children and/or youth programs.

Reports To:

Program Supervisor

Direction Received:

Museum Coordinator - TF0394
 Senior Museum Program Officer - TF0100
 Museum Program Officer - TF0091

Direction Exercised:

N/A

Machines And Equipment Used:

Printing press, cooking hearth, loom, military and various office equipment and arts materials.

Job Functions:

- Plans and coordinates seasonal programs that introduce children and/or youth to the museum's history and local environment, and to basic museum concepts.
- Delivers program activity instructions to camp participants who are at various levels of skills and ages
- Conducts hands-on activities appropriate to the program themes.
- Develops a program and resource information reference document.
- Organizes leads and participates in planned activities.
- Interacts with participants' parents and caregivers to provide program information.
- Adheres to all policies, safety and security guidelines as outlined in Divisional Policy and Procedure manuals.
- Monitors camp supplies effectively with respect to availability and budget.
- Assembles the supplies needed for activities, crafts and snacks.
- Ensures equipment and supplies are available and meet Health and Safety Standards.
- Assists in the promotion of programs to the local community.
- Evaluates the program and provide written post-program feedback.
- Assists in general camp duties
- Attends and participates in all orientation/training sessions, staff meetings and close out activities.



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|---|-----------------------------------|
| Job Title: Specialty Arts Camp Leader | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Economic Development & Culture | Date Prepared: January 1, 2008 |

Job Summary:

To plan, implement, deliver and instruct children's camp activities specializing in the arts.

Reports To:

Senior Arts Consultant (TM0843)

Direction Received:

Specialty Art Camp Coordinator
Community Cultural Coordinator (TF0382)

Direction Exercised:

N/A

Machines and Equipment Used:

Art studio and various office equipment.

Job Functions:

- Plans, implements, delivers and instructs camp activities specializing in the arts.
- Provides arts instruction in a variety of arts mediums which may include (Pottery, Drawing & Painting, Arts & Crafts, Sculpture and Printmaking, Video & Digital Photography).
- Leads recreational programming during specialty arts camp.
- Delivers arts instruction to camp participants who are at various levels of arts skills and ages.
- Prepares lesson plans showing daily classroom activities and possible session art themes.
- Performs administrative tasks to support the program.
- Monitors classroom supplies effectively to ensure availability for camp purposes.
- Prepares a list of specialty supplies and items participants will be required to bring to camp.
- Organizes, leads and participates in camp games and events.
- Takes action to deal with incidents, problems and emergencies and comply with Divisional/City policies and procedures.
- Works as part of a team to organize, lead and participate in Special Events Day and in the creation and presentation of "Arts Revue" (Parents' night) display.
- Attends to and reports participant or staff injuries, report unsafe conditions to Specialty Art Camp Coordinator.
- Adheres to all policy and safety guidelines as outlined in Policy and Procedure manuals.
- Establishes, writes, displays and enforces classroom and facility rules.
- Directs camp program participants at all times.
- Assists in general camp duties.
- Maintains studio cleanliness and organization.
- Attends and participates in meetings and training sessions.

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|---|-----------------------------------|
| Job Title: Specialty Arts Camp Coordinator | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Economic Development & Culture | Date Prepared: January 1, 2008 |

Job Summary:

To plan and co-ordinate a children's day camp specializing in the arts.

Reports To:

Senior Arts Consultant (TM0843)

Direction Received:

Community Cultural Coordinator (TF0382)

Direction Exercised:

Specialty Art Camp Leader

Machines and Equipment Used:

Art studio and various office equipment, first aid kit.

Job Functions:

- Plans and coordinates a children's camp specializing in the arts.
- Directs and trains Art Camp Leaders.
- Maintains good morale, camp unity and team spirit amongst camp staff.
- Attends to all administrative duties regarding camp including but not limited to: utilizing CLASS software for Program Registration and Report Printing, devising group and team lists, preparation of correspondence to parents including letters and forms, accident reporting, organization of emergency medical forms and preparation of quick reference lists, compiling supply lists, organization of volunteer forms.
- Performs administrative tasks to support the program.
- Ensures camp supplies with respect to availability and budget are available.
- Coordinates and mentors "Jr. Leader" volunteers; assists as required with training Jr. Leader volunteers.
- Organizes, leads and participates in camp games and events.
- Works as a team to organize, lead and participate in Special Events Day and in the creation and presentation of "Arts Revue" (parents night) display.
- Reports and attends to participant or staff injury, reports unsafe conditions.
- Takes action to deal with incidents, problems and emergencies and comply with Divisional/City policies and procedures.
- Adheres to all policy and safety guidelines as outlined on Policy and Procedure manuals.
- Interacts with staff, participants, parents and the public to provide program information.
- Establishes and enforces classroom and facility rules and resolves conflict amongst staff and campers.
- Directs program participants at all times; be able to lead classes when necessary.
- Ensures safety of all participants until turned over to a parent or designate.
- Remains during sign-out at the end of each day to speak with parents and ensure security of camp's equipment.
- Performs end-of-day lock-up procedures.
- Attends and participates in meetings and training sessions.



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|---|-----------------------------------|
| Job Title: Program Coordinator | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Economic Development & Culture | Date Prepared: January 1, 2008 |

Job Summary:

To assist in the research, development, delivery, coordination and evaluation of cultural programs.

Reports To:

Senior Arts Consultant (TM0843)

Direction Received:

Community Cultural Coordinator (TF0382)

Direction Exercised:

N/A

Machines and Equipment Used:

Various office equipment.

Job Functions:

- Assists in research, development, delivery, coordination and evaluation of cultural programs and special events presented to children, youth, adults and seniors.
- Administers CLASS software modules; program registration, report printing and program maintenance.
- Liaises with instructional staff and volunteers.
- Assists in training of part-time instructional staff.
- Assists in the marketing and promotion of programs.
- Performs end-of-day lock-up procedures when necessary.
- Performs administrative tasks to support the program.
- Interacts with staff volunteers, participants and the public to provide program information.
- Takes action to deal with incidents, problems and emergencies and comply with Divisional/City policies and procedures.
- Attends and participates in meetings, workshops and training sessions.
- Responds to public inquiries, questions, problems and concerns when necessary.

| | |
|---|-----------------------------------|
| Job Title: Pottery Technician | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Economic Development & Culture | Date Prepared: January 1, 2008 |

Job Summary:

To provide overall operation and maintenance of a pottery/arts studio.

Reports To:

Senior Arts Consultant (TM0843)

Direction Received:

Community Cultural Coordinator (TF0382)

Direction Exercised:

N/A

Machines and Equipment Used:

Computerized kilns, kiln furniture, ventilation equipment, slab roller, extruder, pottery wheel, giffen grip, glaze mixing equipment, grinder, raku pottery equipment, various hand tools and various office equipment.

Job Functions:

- Oversees the technical operation and maintenance of a pottery/arts studio.
- Schedules firings for bisque and glaze work, loads and unloads kilns.
- Programs computerized kiln firing systems.
- Vacuums and maintains kilns as necessary and advises Community Cultural Coordinator on regular professional maintenance scheduling.
- Maintains and repairs kiln furniture (including kiln washing and chipping shelves), equipment, elements, switches and other components.
- Ensures all studio equipment is in safe working order.
- Identifies, reports and performs repairs to studio equipment.
- Maintains and performs routine repairs to pottery wheels and related components.
- Provides general organization and cleanup of pottery studio (wiping countertops and tabletops, cleaning wooden batts, pottery wheels, extruder and other equipment).
- Prepares all glazes, stains, coloured slips and clay.
- Solves glaze problems and designs new glazes.
- Marks and stores all glazes, stains, coloured slips and glaze ingredients.
- Cleans and maintains glaze mixing area to ensure Health & Safety standards are met.
- Performs administrative tasks to support the program.
- Adheres to and enforces Health & Safety procedures to be followed in a pottery studio, reports unsafe practices or hazards to the Community Cultural Coordinator.
- Adheres to all policy and safety guidelines as outlined in Policy and Procedure manuals.
- Determines tools and products to be sold or discontinued at the centre.
- Communicates and enforces Cedar Ridge Studio Policies and other pertinent information/administration.
- Compiles and submits inventory and supply orders relating to the pottery program to administration; advises administration regarding tools and products to add/discontinue sale of at the centre.

Pottery Technician

- Reports to the Community Cultural Coordinator regarding all studio activities.
- Attends staff training, workshops and meetings as assigned.
- Interacts with staff and participants to provide program information.
- Takes action to deal with incidents, problems and emergencies and comply with Divisional/City policies and procedures
- Responds to inquiries, questions, problems and concerns from instructors/students when necessary.

| | |
|---|-----------------------------------|
| Job Title: Office Assistant | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Economic Development & Culture | Date Prepared: January 1, 2008 |

Job Summary:

To provide administrative and organizational support.

Reports To:

Senior Arts Consultant (TM0843)

Direction Received:

Community Cultural Coordinator (TF0382)

Direction Exercised:

N/A

Machines And Equipment Used:

Various office equipment.

Job Functions:

- Provides administrative and organizational support.
- Performs administrative tasks, (i.e. facility bookings, including assisting with creating and revising permits, program registration, corresponding with clients and collecting and processing payments).
- Prepares, maintains and processes documents.
- Determines and corrects errors.
- Utilizes layout and formatting.
- Researches, extracts and consolidates information.
- Provides customer service assistance to clients and the general public.
- Interacts with staff, clients and the public to provide program information.
- Attends to building and client needs.
- Organizes and maintains filing systems.
- Inputs data to various Access databases.
- Monitors facility during events.
- Assists with setting up and/or taking down furniture and equipment for various events.



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|---|-----------------------------------|
| Job Title: Child Youth Art Instructor | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Economic Development & Culture | Date Prepared: January 1, 2008 |

Job Summary:

To plan, organize, implement, instruct, and evaluate beginner level arts programs for children and youth.

Reports To:

Senior Arts Consultant (TM0843)

Direction Received:

Community Cultural Coordinator (TF0382)

Direction Exercised:

N/A

Machines and Equipment Used:

Medium specific art studio equipment.

Job Functions:

- Plans, organizes, implements, instructs and evaluates beginner level arts programs for children and youth.
- Delivers a program session for art instruction to children/youth in a specified medium or genre (including but not limited to Pottery, Drawing & Painting of various types, Carving, Fibre Arts, Jewellery, Photography, Paper Arts, Sculpture, Craft, Printmaking).
- Provides in-studio demonstrations on various aspects and techniques in the specified medium or genre appropriate to the age and skill level of the class.
- Demonstrates techniques in the arts program appropriate to the skill level.
- Demonstrates and teaches students regarding tool use, equipment and technical aspects related to the art program.
- Instructs curriculum linked education programs for school groups.
- Educates students on Health & Safety procedures to be followed in studio arts specific to the medium or genre.
- Assists in marketing and promotion of the program.
- Instructs all classes on the dates and times as agreed, being responsible for the safety and supervision of program participants.
- Keeps track of attendance of classes and report weekly to administration.
- Performs administrative tasks to support the program, prepares reports.
- Reports any changes to the regular class schedule (cancelled classes) to administration promptly, and communicates this information to all students.
- Notifies students and administration of schedule changes.
- Communicates Cedar Ridge Studio Policies and other pertinent information/administration to students.
- Interacts with staff, participants and parents to provide program information.
- Compiles and submits program information and/or reports as required.
- Ensures all studio equipment is maintained in good repair.
- Identifies and reports repairs to studio equipment as required.

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- Compiles and submits a suitable list of supplies required for the course, including any supplies students are required to bring from home.
- Ensures supply and equipment list is provided prior to start of session.



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|---|-----------------------------------|
| Job Title: Audio Visual Technician Assistant | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Economic Development & Culture | Date Prepared: January 1, 2008 |

Job Summary:

To assist in technical and facility set-ups for a variety of theatre, community and corporate events.

Reports To:

Senior Arts Consultant (TM0843)

Direction Received:

Community Cultural Coordinator (TF0382)

Direction Exercised:

N/A

Machines And Equipment Used:

Various audio visual equipment.

Job Functions:

- Assists in technical and facility set-up for a variety of theatre, community and corporate events.
- Assists technicians on a variety of technical set-ups, including AV equipment, audio & lighting set-ups.
- Assists technicians during performances, lectures and other events.
- Assists with load-ins and strikes.
- Assists with various front of house duties.
- Assists with room set-ups, including tables, chairs and other equipment.
- Interacts with clients and the public to provide program information and answer inquiries.

| | |
|---|-----------------------------------|
| Job Title: Adult Art Instructor | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Economic Development & Culture | Date Prepared: January 1, 2008 |

Job Summary:

To plan, organize, implement, instruct and evaluate advanced level arts programs for adults.

Reports To:

Senior Arts Consultant (TM0843)

Direction Received:

Community Cultural Coordinator (TF0382)

Direction Exercised

N/A

Machines and Equipment Used:

Art studio and various office equipment.

Job Functions:

- Plans, organizes, implements, instructs and evaluates program session for advanced level arts programs for adults in a specified medium (including but not limited to Pottery, Drawing & Painting of various types, Carving, Fibre Arts, Jewellery, Photography, Paper Arts, Sculpture, Craft, and Printmaking).
- Provides in-studio demonstrations on various aspects and techniques in the specified medium appropriate to the skill level of the class.
- Provide professional level individual critiques and leads class discussions to advance independent study and progress in the genre or medium.
- Demonstrates and teaches students regarding tool use, equipment and technical aspects related to the art program.
- Educates students on Health & Safety procedures to be followed in studio arts specific to the medium.
- Advertise and promote the program in conjunction with manager.
- Instructs all classes on the dates and times as agreed, being responsible for the safety and supervision of program participants.
- Keeps track of attendance of classes and report weekly to administration.
- Reports any changes to your regular class schedule (field trips, cancelled classes) to administration promptly, and communicates this information to all students.
- Communicates Cedar Ridge Studio Policies and other pertinent information/administration to students.
- Compiles and submits program information and/or reports as required. Performs administrative tasks to support the program.
- Prepares reports.
- Identifies and reports repairs to studio equipment as required.
- Compiles and provides a suitable list of art materials or supplies for students and advice sources.
- Attends and participates in meetings, workshops and training sessions.
- Interacts with staff and participants to provide program information.

The above reflects the general details considered necessary to describe the principle functions and duties for proper evaluation/pay equity of the job and shall not be construed as a detailed description of all the work requirements inherent in the job.

| | |
|---|-----------------------------------|
| Job Title: Payroll Time Entry Assistant | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: | Date Prepared: January 1, 2008 |

Job Summary:

To provide payroll processing support.

Reports To:

Program Supervisor

Direction Received:

Payroll Program Assistant 1 (TF0271)

Direction Exercised:

N/A

Machines And Equipment Used:

First aid kit, recreation and various office equipment.

Job Functions:

- Provides payroll processing support.
- Processes payroll/personnel documents and timesheets for permanent, temporary, and seasonal employees, trades and Recreation Workers. Resolves payroll inquiries/concerns.
- Inputs timesheets and makes adjustments into the corporate computerized payroll/absentee system SAP in regards to cost centre changes, hours worked, kilometerage and parking for permanent, seasonal, trades, and recreation workers, for a specific group of employees.
- Uses Payroll system software (SAP and Payroll.NET)/document direct.
- Runs reports in Payroll.NET.
- Applies the collective agreements, Human Resource policies and procedures and related legislation.
- Maintains payroll/personnel records and files for tracking and audit purposes.

| | |
|---|-----------------------------------|
| Job Title: Trainer Part-Time Staff | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: | Date Prepared: January 1, 2008 |

Job Summary:

To administer First Alert, First Aid training and other training for Recreation Workers.

Reports To:

Program Supervisor

Direction Received:

Coordinator, Training (TF0267)
Community Recreation Programmer (TF0430)
Coordinator, Recruitment (TF0266)

Direction Exercised:

N/A

Machines And Equipment Used:

Various office, training and recreation, equipment, first aid kit.

Job Functions:

- Administers First Alert, First Aid Training and other training for Recreation Workers.
- Co-ordinates the delivery of all training materials ensuring that equipment, supplies and administrative paperwork are delivered to each training site.
- Reviews administrative paperwork from training sessions to ensure completeness and accuracy.
- Participates in the design, development and delivery of program specific training for senior staff, leaders and volunteers.
- Organizes permits/space and supplies for training.
- Completes and maintains training records, prepares reports.
- Liaises with external training resources.
- Creates evaluation tools to assess training programs.

| | |
|---|-----------------------------------|
| Job Title: Administrative Assistant | Job Code: { FORMTEXT |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: | Date Prepared: January 1, 2008 |

Job Summary:

To provide administrative support to a Unit.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Payroll Program Assistant 1 (TF0271)

Direction Exercised:

N/A

Machines And Equipment Used:

Various office equipment, first aid kit.

Job Functions:

- Provides administrative support to a Unit.
- Answers inquiries by phone, email or in person and follows up.
- Opens prioritizes, reproduces or distributes mail.
- Sets up and maintains recording, filing/retrieval systems.
- Prepares, maintains and processes documents.
- Determines and corrects errors. Utilizes layout and formatting.
- Maintains membership, chat and locker accounts.
- Prepares contracts/invoices and calculates reimbursements and pro-rated memberships.
- Develops and maintains city-wide directories electronically, in print, and within registration systems.
- Maintains budget records and submits petty cash, requisitions, mileage forms and timesheets.
- Ensures deposits balance.
- Researches, extracts and consolidates information. Interprets information and resolves concerns.
- Prepares correspondence and reports for Branch Staff.
- Proofs, updates, edits and publicizes various promotions and communications information.
- Participates on committees and coordinates projects.
- Develops, organizes and attends job fairs, training sessions and documentation sessions.
- Interacts with staff, committees, agencies and/or representatives of Secondary Schools, Colleges and Universities to provide program information.
- Coordinates meeting rooms, bookings and special requirements for meetings and rentals.
- Attends meetings, takes and transcribes minutes.
- Orders and maintains supplies.

| | |
|---|-----------------------------------|
| Job Title: Part-Time Program Clerk | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: | Date Prepared: January 1, 2008 |

Job Summary:

To provide clerical support.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

Cash register, safe, Point of Sale equipment, first aid kit, various office equipment.

Job Functions:

- Performs clerical support.
- Screens client intake by phone.
- Registers and completes client's records and reports.
- Sets up and maintains filing and retrieval systems.
- Interacts with staff, the public or agencies to provide program information and follow up.
- Orders, receives and maintains equipment and supplies and distributes as necessary.
- Takes action to deal with incidents, accidents, problems and emergencies as outlined in Divisional/City policies and procedures.
- Attends and participates in meeting and training sessions.

| | |
|---|-----------------------------------|
| Job Title: Specialty Ski/Snowboard Program Coordinator | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To oversee the instructional operation of the Speciality Snow School lessons/programs.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

Local 79 P/T Recreation Workers

Machines And Equipment Used:

Ski, communications, recreation and various office equipment, first aid kit.

Job Functions:

- Oversees the operation of the Snow School Speciality Programs and instructional staff.
- Assists in interviewing, hiring, training, directing and evaluating instructional staff.
- Schedules staff.
- Ensures lessons are operating as scheduled.
- Monitors and oversees speciality instructors and programs.
- Prepares training manuals for staff.
- Conducts annual staff evaluations for On-Snow Coordinators.
- Ensures the safety of staff and participants.
- Interacts with participants, staff, spectators and community members to provide program information.
- Works with other staff including Ski Park Coordinator for freestyle training sessions.
- Ensures that all administrative tasks are completed by instructional staff.
- Assist in ensuring that Divisional policies and procedures are adhered to by staff, participants and the public.
- Takes action to deal with incidents, problems and emergencies and comply with divisional policies and procedures.
- Attends and participates in meeting and training sessions.



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|---|-----------------------------------|
| Job Title: Specialty Ski/Snowboard Instructor | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To plan and implement safe advanced ski and snowboard lessons for participants of all ages.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

Ski, snowboard, recreation and communication equipment, first aid kit.

Job Functions:

- Plans and implements safe advanced ski and snowboard lessons for participants of all ages.
- Oversees participants for the duration of the lesson.
- Instructs groups and private lessons.
- Performs lesson preparation such as on-hill set up and tear down of hill materials area.
- Provides front-line customer service.
- Interacts with participants, spectators and other community members.
- Follow ups with parent/guardian at the end of each lesson with the students' progression.
- Monitors participants' and adapts lessons.
- Performs administrative tasks to support the program.
- Takes action to deal with incidents, problems and emergencies and comply with Divisional policies and procedures.
- Attends and participates in meetings, clinics and training sessions.



| | |
|---|-----------------------------------|
| Job Title: Snow School Coordinator | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To oversee the instructional operation of the Snow School lessons/programs for the Ski Centre.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

Local 79 P/T Recreation Workers

Machines And Equipment Used:

Ski, communications recreation and various office equipment, first aid kit.

Job Functions:

- Oversees the instructional operation of the Snow School lessons/programs for the Ski Centre.
- Assists the full time staff with the overall operations of the Snow School.
- Coordinates all instructional ski programs and lessons.
- Assists in the selecting, training, directing, monitoring, overseeing and scheduling of part time staff.
- Coordinates all training courses for the season.
- Oversees the technical content.
- Ensures lessons are operating on schedule.
- Represents the City of Toronto at all industry related training/clinics.
- Ensures the provision of customer service.
- Plans and leads meetings for all Snow School Staff.
- Plans, develops, schedules and implements instructional ski programs.
- Performs administrative tasks to support the program.
- Takes action to deal with incidents, problems and emergencies and comply with Divisional policies and procedures.
- Interacts with participants, staff, spectators and community members to provide program information.
- Attends and participates in meetings and training sessions.

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|---|-----------------------------------|
| Job Title: Snow Centre Administrator | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To oversee the operation of all administrative aspects of the Snow Centre.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

Local 79 P/T Recreation Workers

Machines And Equipment Used:

Cash register, safe, Point of Sale, ski, communications, recreation and various office equipment, first aid kit.

Job Functions:

- Oversees the operation of all administrative aspects of the Snow Centre.
- Acts as key-holder (with alarm system code) for opening and closing facility.
- Assists in the recruitment, training, and direction of administrative staff.
- Organizes and prioritizes all administrative tasks related to ski centre operations.
- Oversees all aspects of CLASS pertaining to Ski and Snowboard Centre transactions (i.e. Registration, Membership and Point of Sale).
- Creates and maintains all forms, logs and manuals required for the operations of the Ski Centre.
- Set-ups and maintains all electronic and paper filing systems.
- Oversees Board of Education/Special Groups Coordinator tasks and priorities.
- Oversees combinations and use of Snow Centre safes.
- Communicates (by phone, fax, telephone and in person) with the public and deals with contentious issues.
- Prepares statistical information for Community Recreation Programmer (i.e. sales/budget, public attendance, market analysis, etc.).
- Acts as liaison between Ski Patrol staff and 911 Emergency Services in the event of staff/public accident, injury or emergency.
- Oversees lesson bookings for Ski Centre.
- Ensures programs are filled by calling waitlists.
- Assists with both before and after season procedures.
- Oversees the safety of the participants and staff.
- Performs administrative tasks to support the program.
- Takes action to deal with incidents, problems and emergencies and comply with Divisional policies and procedures.
- Interacts with participants, staff, spectators and community members.
- Attends and participates in meetings and training sessions.

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|---|-----------------------------------|
| Job Title: Ski/Snowboard Assistant Instructor | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To assist Ski/Snowboard Instructors conducting the Toronto Ski instructional programs.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

Ski and recreation equipment, first aid kit.

Job Functions:

- Assists Ski/Snowboard Instructors in conducting Toronto Ski instructional programs.
- Assists in providing safe, instruction to program participants.
- Adheres to all Policy and Safety guidelines as outlined in Policy and Procedure Manuals.
- Interacts with participants, staff, spectators and other community members.
- Responds to enquires regarding participants' progress at the end of lessons.
- Implements and follows program outline.
- Takes action to deal with incidents, problems and emergencies and comply with Divisional policies and procedures.
- Attends and participates in meetings, clinics and training sessions.



| | |
|---|-----------------------------------|
| Job Title: Ski Patrol Coordinator | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To oversee all Ski Patrol Staff, ensuring all staff are certified and meet Ski Patrol Standards.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

Local 79 P/T Recreation Workers

Machines And Equipment Used:

Ski, communications emergency rescue, ski lift and various office equipment, first aid kit.

Job Functions:

- Oversees all Ski Patrol Staff, ensuring all staff are certified and meet Ski Patrol standards.
- Assumes the role of "Patrol Leader" as recognized by the Canadian Ski Patrol System.
- Oversees all Ski Patrol Staff to ensure they are adhering to the City of Toronto and the Canadian Ski Patrol System guidelines.
- Provides training/meetings pre-season and throughout the season to all Ski Patrol Staff.
- Ensures all documentation (i.e. Accident report forms, staff injury forms, incident reports, daily logs, etc.) has been filled out appropriately.
- Maintains and orders first aid supplies and materials.
- Approves staff shift changes.
- Assists with emergency procedures in the event of an accident or incident. Performs first aid. Ensures first aid is being administered effectively.
- Ensures the Alpine Responsibility Code standards are adhered to by participants and enforced by staff.
- Ensures manuals are up to date for Patrol staff.
- Oversees the safety of the participants and staff.
- Performs administrative tasks to support the program.
- Takes action to deal with incidents, problems and emergencies and comply with Divisional policies and procedures.
- Interacts with participants, staff, spectators and community members.
- Attends and participates in meetings and training sessions.



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|---|-----------------------------------|
| Job Title: Ski Patrol Attendant | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To ensure a safe ski environment for participants.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

Ski, communications, emergency rescue, ski lift, and various office equipment, first aid kit.

Job Functions:

- Ensures a safe ski environment for participants.
- Ensures the safety and direction of all participants on the ski hills.
- Ensures the safety guidelines are adhered to by all participants.
- Executes emergency procedures and administers first aid.
- Performs opening and closing procedures.
- Monitors the safety and terrain of all ski runs.
- Informs senior staff of dangerous situations.
- Ensures proper signage and fencing is set up and taken down each day.
- Ensures first aid equipment is available and operational.
- Monitors inventory of first aid supplies and advises staff when supplies are low.
- Reports incidents and accidents.
- Completes all documentation.
- Performs administrative tasks to support the program.
- Interacts with participants, staff, spectators and community members.
- Takes action to deal with incidents, problems and emergencies and comply with Divisional policies and procedures.
- Attends and participates in meetings and training sessions.



| | |
|---|-----------------------------------|
| Job Title: Ski Park Coordinator | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To oversee the safety and guidance of the Terrain Park users and the maintenance of the Terrain Park Features.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

Local 79 P/T Recreation Workers

Machines And Equipment Used:

Rake, shovels, maintenance, communications, ski and various office equipment, first aid kit.

Job Functions:

- Oversees the safety and guidance of the Terrain Park users and the maintenance of the Terrain Park Features.
- Ensures setup of all terrain features and equipment.
- Completes morning, mid day and evening time-log sheets to monitor the features conditions.
- Ensures fencing and signage in and around freestyle park is installed and maintained.
- Coordinates and facilitates public access throughout the terrain park.
- Maintains jumps, take off, sides and landing of features ensuring they are accessible and safe at all times.
- Monitors and repairs features when needed, closing off public access during this period.
- Interacts with staff and the public.
- Assists in ensuring that Divisional policies and procedures are adhered to by staff, participants and the public.
- Assists with the recruitment, interviewing, hiring and training of all Park Attendants.
- Communicates and collaborates with maintenance and Ski patrol staff regarding installations, repairs and rearrangement of features.
- Oversees closing operations including removal of fencing and signage.
- Oversees clearing of all take-offs and sides of features where groomer equipment is unable to do so.
- Conducts annual staff evaluations for Park Attendants.
- Creates freestyle design plan for designated area.
- Provides on-going assessment of safety of park features and their placement.



| | |
|---|-----------------------------------|
| Job Title: Ski & Snowboard Instructor | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To plan and implement safe ski and snowboard lessons for participants of all ages.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

Ski, recreation, communication and various office equipment, first aid kit.

Job Functions:

- Plans and implements safe ski and snowboard lessons.
- Oversees participants for the duration of the lesson.
- Instructs groups and private lessons.
- Performs lesson preparations such as on-hill set up and tear down of hill materials area.
- Provides front-line customer service.
- Interacts with participants, staff, spectators and community members.
- Follow ups with parent/guardian at the end of each lesson regarding the students' progression.
- Monitors participants and adapts lessons.
- Performs administrative tasks to support the program.
- Takes action to deal with incidents, problems and emergencies and comply with Divisional policies and procedures.
- Attends and participates in meetings, clinics and training sessions.



| | |
|---|-----------------------------------|
| Job Title: Rental Shop Technician | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To prepare and set up ski and snowboard equipment.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

Maintenance, ski and communication equipment, first aid kit.

Job Functions:

- Prepares and sets up equipment for participants.
- Assists clients with fitting their equipment.
- Ensures all equipment (Boots, Skis, Snowboards, etc.) are prepared, returned, cleaned and stored in their designated storage area.
- Ensures work area is clean and free of hazards.
- Takes measurements and calculates correct DIN settings.
- Interacts with participants, staff, spectators and other community members to provide program information.
- Takes action to deal with incidents, problems and emergencies and comply with Divisional policies and procedures.
- Attends and participates in meetings and training sessions.



| | |
|---|-----------------------------------|
| Job Title: Rental Shop Coordinator | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To oversee the operation and maintenance of the Ski Rental Shop.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

Local 79 P/T Recreation Workers

Machines And Equipment Used:

Maintenance, ski and communication equipment, first aid kit.

Job Functions:

- Oversees the operation and maintenance of the Ski Rental Shop.
- Recruits, trains and directs Rental Shop staff.
- Oversees all aspects of rental equipment servicing including preparation, inventory, storage, maintenance pre and post season.
- Ensures quality control of rental equipment.
- Creates and maintains all forms, logs, manuals used the by Ski Rental staff.
- Oversees Board of Education program relating to rental including presets and pre-fits.
- Interacts with participants, staff, spectators and other community members.
- Trains rental shop staff in compliance with the binding certification specific to product specifications.
- Pre-fits ski equipment for lesson participants.
- Documents all equipment accidents/incidents.
- Takes action to deal with incidents, problems and emergencies and comply with Divisional policies and procedures.
- Attends and participates in meetings and training sessions.



| | |
|---|-----------------------------------|
| Job Title: Rental Shop Assistant Coordinator | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To assist the Rental Shop Coordinator with the operation, direction and maintenance of the Ski Rental Shop.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

Local 79 P/T Recreation Workers

Machines And Equipment Used:

Maintenance, ski, and communication equipment, first aid kit.

Job Functions:

- Assists with the operation, direction and maintenance of the Ski Rental Shop.
- Assists with directing Rental Shop staff.
- Assists with overseeing all aspects of rental equipment preparation, servicing, maintenance pre and post season.
- Interacts with participants, staff, spectators and other community members to provide program information.
- Ensures all rental equipment is ready for the scheduled lessons.
- Assists in training of all rental shop staff in compliance with the binding certification specific to our products.
- Ensures quality control of rental equipment.
- Takes action to deal with incidents, problems and emergencies and comply with Divisional Policies and Procedures.
- Attends and participates in meetings and training sessions.



| | |
|---|-----------------------------------|
| Job Title: Park Attendant | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To monitor and ensure the safety of the Terrain Park users and the maintenance of the Terrain Park Features.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

Maintenance, ski equipment and first aid kit.

Job Functions:

- Monitors and ensures the safety of the Terrain Park users and the maintenance of the Terrain Park Features.
- Ensures set up of all terrain features/equipment.
- Completes time-log sheets to monitor the features and conditions.
- Ensures all fencing and signage in and around park is installed, maintained and removed.
- Directs and facilitates public access throughout the terrain park.
- Maintains ski jumps, take offs, sides and landings of features ensuring they are accessible and safe at all times.
- Uses tools to ensure safety of above features.
- Monitors and repairs features closing off public access during this period.
- Performs closing operations and cleans all take-offs and sides of features inaccessible to groomer equipment.
- Maintains on-going communication and collaborates with maintenance and ski patrol staff.
- Interacts with participants, spectators and community members to provide program information.
- Takes action to deal with incidents, problems and emergencies and comply with Divisional policies and procedures.
- Attends and participates in meetings and training sessions.



| | |
|---|-----------------------------------|
| Job Title: On-Snow Coordinator | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To coordinate ski and snowboard instructors and participants in program lessons.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

Local 79 P/T Recreation Workers

Machines And Equipment Used:

Ski, communications, recreation and various office equipment, first aid kit.

Job Functions:

- Coordinates ski and snowboard instructors and participants in program lessons.
- Assists the Snow School Coordinator with program lessons and the overall operation of the snow school instructional staff.
- Ensures all ski lessons start on time, are properly staffed, and safety standards are maintained.
- Oversees Parent and Tot area set up.
- Assists Ski Instructors with participant assessments.
- Oversees all participant transfers between levels.
- Assists with instructional ski staff training and conducts annual evaluations.
- Interacts with participants, staff, spectators and community members.
- Ensures programs meet Divisional and CSIA/CASI standards.
- Ensures adherence to all policy and safety guidelines as outlined in Policy and Procedure Manuals.
- Checks daily attendance and progression cards.
- Signs off on all ski instructors time sheets at the end of a shift.
- Performs administrative tasks to support the program.
- Takes action to deal with incidents, problems and emergencies and comply with Divisional policies and procedures.
- Attends and participates in meetings and training sessions.



| | |
|---|-----------------------------------|
| Job Title: Lift Operator | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To support the operations of ski lifts and ensure the safe loading of users.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

Ski lift, ski, communications and various office equipment, first aid kit.

Job Functions:

- Supports the operation of ski lifts and ensures safe loading of users.
- Assists participants with use of lift (loading and unloading).
- Assists with hill set up and tear down.
- Interacts with participants, staff, spectators and community members.
- Ensures all users are riding with a valid lift ticket and snow passes.
- Take action to deal with incidents, problems and emergencies and comply with Divisional policies and procedures.
- Rotates positions as per schedule and operational manual guidelines.
- Performs cleaning duties and takes direction concerning lifts from maintenance staff.
- Attends and participates in meetings and training sessions.



| | |
|---|-----------------------------------|
| Job Title: Lift Coordinator | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To oversee the daily preparation and operation of the ski slopes.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

Local 79 P/T Recreation Workers

Machines And Equipment Used:

Ski, communication, recreation and various office equipment, first aid kit.

Job Functions:

- Oversees the daily preparation and operation of the ski slopes.
- Directs the lift operators.
- Ensures lift staff schedule rotation is being followed.
- Ensures all staff are signed in and dressed in the proper uniform.
- Ensures all signage is posted prior to opening of facility.
- Ensures lift line guiders are in place.
- Ensures communication equipment is received and is operational.
- Interacts with clients, staff and the public.
- Monitors ski hill for those skiing or snowboarding without proper equipment or snow passes.
- Ensures all equipment is removed from hill at the end of the day.
- Opens / locks all tow huts.
- Prepares training manuals for Ski Centres.
- Conducts annual staff evaluations.
- Takes action to deal with incidents, problems and emergencies and complies with Divisional policies and procedures.
- Attends and participates in meetings and training sessions.



| | |
|---|-----------------------------------|
| Job Title: Assistant Snow Centre Administrator | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To assist the Snow Centre Administrator with the operation of all administrative aspects of the Snow Centre.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

Local 79 P/T Recreation Workers

Machines And Equipment Used:

Cash register, safe, Point of sale, ski, communications, recreation and various office equipment, first aid kit.

Job Functions:

- Monitors, directs and supports all administrative and cashier staff duties.
- Assists with the operation of administrative aspects of the Snow Centre.
- Ensures safety standards are maintained.
- Oversees the bookings and follow up for all Board of Education or Daytime Special Groups.
- Assists with seasonal activities including both pre and post season procedures.
- Interacts with participants, staff, spectators and community members.
- Performs administrative tasks to support the program.
- Takes action to deal with incidents, problems and emergencies and comply with Divisional policies and procedures.
- Attends and participates in meetings and training sessions.



| | |
|---|-----------------------------------|
| Job Title: Assistant Ski Patrol Coordinator | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To assist in the operation and direction of Ski Patrol staff and respond to incidents.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

Local 79 P/T Recreation Workers

Machines And Equipment Used:

Ski, communications, emergency rescue, ski lift and various office equipment, first aid kit.

Job Functions:

- Assists in the operation and direction of Ski Patrol Staff and responds to incidents.
- Participates in ensuring staff are adhering to Divisional and Canadian Ski Patrol System guidelines.
- Assists in the recruitment, training and direction of Ski Patrol and/or Lift staff.
- Ensures proper signage and fencing are set up and taken down each day.
- Ensures first aid equipment is available and operational on a daily basis.
- Monitors inventory of first aid supplies and informs supervisor when supplies are low.
- Ensures lifts are being operated safely and in accordance with operation manual.
- Ensures scheduled rotations are being followed.
- Administers first aid and ensures that first aid is being administered by other staff (i.e. Patrol Attendants).
- Assists in ensuring that all documentation (i.e. accident report forms, staff injury forms, incident reports, daily logs, etc.) is being completed.
- Ensures all severe incidents and accidents are being reported to supervisor.
- Uses radio to communicate with other program staff.
- Ensures the Alpine Responsibility Code standards are adhered to by participants and enforced by staff.
- Performs administrative tasks to support the program.
- Interacts with participants, staff, spectators and other community members.
- Takes action to deal with incidents, problems and emergencies and comply with Divisional Policies and Procedures.
- Attends and participates in meetings and training sessions.

| | |
|---|-----------------------------------|
| Job Title: Assistant Lift Coordinator | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To direct Lift Operators and assist with the daily preparation and operation of the ski hill lift functions.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

Local 79 P/T Recreation Workers

Machines And Equipment Used:

Ski lift, ski, communication and various office equipment, first aid kit.

Job Functions:

- Directs the Lift Operators and assists with the daily preparation and operation of the ski hill lift functions.
- Ensures staff rotations are being followed.
- Ensures all staff are signed in and dressed in the proper uniform.
- Ensures all signage is posted prior to opening of facility.
- Ensures lift line guiders are in place.
- Ensures all staff receive proper equipment to perform duties.
- Assists with annual evaluations of Lift Operators.
- Interacts with participants, staff, spectators and community.
- Monitors ski hill for those skiing or snowboarding without proper equipment or snow passes.
- Ensures all equipment is removed from hill at the end of the day.
- Opens / locks all tow huts.
- Ensures all incidents and accidents are reported to Lift Coordinator, maintenance and recreation staff.
- Takes action to deal with incidents, problems and emergencies and comply with Divisional policies and procedures.
- Attends and participates in meetings and training sessions.



| | |
|---|-----------------------------------|
| Job Title: Head Bartender – Curling Club | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To oversee all aspects of the bar operation in the curling club.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

Local 79 P/T Recreation Workers

Machines And Equipment Used:

Bar and snack service equipment and cash register.

Job Functions:

- Oversees all aspects of the bar operation in the curling club.
- Conducts inventory and orders supplies for the bar.
- Trains bar staff.
- Prepares shift schedules and provides to Club Manager for approval.
- Provides bar service to members and guests .
- Implements responsible alcohol service.
- Prepares cash register and monies for operation.
- Balances cash at the end of shift.
- Clears and cleans tables.
- Identifies potential problems and intervenes.
- Performs set-up and take down activities of bar and snack area.
- Ensures proper cleaning of the bar area at the end of each shift (i.e. sanitizes counters, pop machine, glass washer, draft area, etc.).
- Uses chit system.
- Communicates with rentals and receive payment for ice.
- Checks function sheet.
- Informs Club Manager of supply needs for the bar/snack areas.
- Takes action to deal with incidents, problems and emergencies as outlined in Divisional policies and procedures.
- Records pertinent information in the communication logs.
- Interacts with members and the public to provide information on the operation.
- Secures the building at the end of a shift.



| | |
|---|-----------------------------------|
| Job Title: Building Attendant/Rink Attendant | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To perform ice maintenance duties related to curling rink operations.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

Cleaning, maintenance and ice making equipment.

Job Functions:

- Performs ice maintenance duties.
- Monitors and records ice information.
- Cleans ice surface and performs building maintenance duties.
- Cleans, sweeps, vacuums, and washes facility.

| | |
|---|-----------------------------------|
| Job Title: Head Ice Technician/Facility Operator Curling Rinks | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To oversee and maintain the curling facility in the areas of ice maintenance, housekeeping, building and grounds maintenance and the operation and repair of mechanical equipment to ensure the safe operation of the curling club.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

Local 79 P/T Recreation Worker

Machines And Equipment Used:

Cleaning, maintenance and ice making equipment.

Job Functions:

- Oversees and maintains the curling facility in the areas of ice maintenance, housekeeping, building and grounds maintenance and the operation and repair of mechanical equipment to ensure the safe operation of the curling club.
- Performs ice making and maintenance duties.
- Ensures quality ice surface and a safe curling rink environment is maintained for patrons.
- Conducts annual start up activities, maintenance and ice making operations (i.e. servicing the refrigeration plant, sanding and levelling floors and pipe repairs flooding, ice painting, line installation, circle scribing and painting).
- Shaves, pebbles, and sweeps the ice areas.
- Cleans, grooms and wet vacuums.
- Plans and implements ice maintenance program.
- Monitors to ensure maintenance and ice making standards are maintained and adjustments are made.
- Oversees the plant shutdown operations.
- Adheres to all policy and safety guidelines as outlined in policy and procedure manuals.
- Keeps curling Club Manager inform on all aspects of the facility/maintenance operation.

| | |
|--|-----------------------------------|
| Job Title: Curling Assistant Ice Technician/Facility Operator | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To assist in the maintenance of the building and operation of the ice maintenance for the curling rink.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

Cleaning, maintenance and ice making equipment.

Job Functions:

- Assist in the maintenance of the building and operation of the ice maintenance for the curling rink.
- Prepares ice surface for curling (i.e. scraping, shaving, pebbling and sweeping).
- Monitors and records ice information.
- Cleans the surrounding areas (i.e. vacuuming, washing windows, club brushes, waste removal, etc.).
- Notifies supervisor of any problems concerning electrical, plumbing, and mechanical failure.
- Inspects, maintains and cleans facility.
- Ensures sidewalks and entrances are maintained in a safe manner (i.e. shovelled and salted during the winter season; stairs and floors kept dry).
- Conducts regular facility checks to provide security.
- Reports all incidents and accidents to senior staff and uses the appropriate incident forms.
- Takes action to deal with incidents, problems and emergencies as outlined in Divisional policies and procedures.
- Records all pertinent information in the communication logs.
- Interacts with members and the public to provide program information.
- Assists in special event setup.
- Assists bartenders.



| | |
|---|-----------------------------------|
| Job Title: Bartender – Curling Club | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To support all aspects of the bar operation in the curling club.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

Bar and snack service equipment, cash register.

Job Functions:

- Supports all aspects of the bar operation in the curling club.
- Provides bar service to members and guests.
- Implements responsible alcohol service.
- Clears and cleans tables.
- Identifies potential problems and intervenes, when necessary.
- Performs set-up and take down activities of bar and snack areas.
- Ensures proper cleaning of the bar area at the end of each shift (i.e. sanitizes counters, pop machine, glass washer, draft area).
- Balances cash at the end of the shift.
- Uses chit system.
- Communicates with rentals and receive payment for ice.
- Checks function sheet.
- Informs Bar Manager of supply needs for the bar/snack areas.
- Reports all incidents/accidents using the appropriate forms.
- Takes action to deal with incidents, problems and emergencies as outlined in Divisional policies and procedures.
- Records pertinent information in the communication logs.
- Interacts with members and the public to provide information on the operation.
- Secures the building at the end of a shift.



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|---|-----------------------------------|
| Job Title: Youth Program Coordinator | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To coordinate the planning, direction and operation of Youth programs.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

Local 79 P/T Recreation Workers

Machines And Equipment Used:

First aid kit, recreation and various office equipment.

Job Functions:

- Coordinates the planning, direction and operation of Youth programs.
- Coordinates the selection, training, and direction of staff.
- Ensures that all equipment and supplies are available and meet safety standards.
- Performs set up and tear down of program area.
- Performs administrative tasks to support the program.
- Oversees multiple sites at once.
- Assists in the promotion and evaluation of the program.
- Interacts with participants, parents, staff and public to provide program information.
- Takes action to deal with incidents, problems and emergencies and complies with Divisional/City Policies and Procedures.
- Attends and participates in meetings and training sessions.



| | |
|---|-----------------------------------|
| Job Title: Youth Leadership Program Coordinator | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To ensure the planning, organizing, implementation and delivery of the Youth Leadership Program.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

Local 79 P/T Recreation Workers

Machines And Equipment Used:

First aid kit, recreation and various office equipment.

Job Functions:

- Plans, organizes and implements the theoretical component of the Youth Leadership program curriculum.
- Coordinates the placement of Youth Leadership Program participants in recreation programs and monitors and evaluates all activities and assignments.
- Assists with the recruitment and evaluation of program participants.
- Provides on-going support and feedback to participants and program staff.
- Performs administrative tasks to support the program.
- Interacts with caregivers, participants, program staff and the public to provide program information.
- Assists in promoting, advertising and outreaching for the Youth Cooperative Leadership program.
- Liaises with the Advisory Councils, Youth Outreach Workers, Community Agencies, Organizations, Sponsors, Neighbourhood Action Teams, Community Centre staff.
- Assists the Community Recreation Programmer with the purchase of program supplies.
- Takes action to deal with incidents, problems and emergencies and complies with Divisional/City Policies and Procedures.
- Attends and participates in meetings and training sessions.

| | |
|---|-----------------------------------|
| Job Title: Leader In Training Instructor | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To provide planning, coordination and instructional delivery of the Leader in Training Program.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

First aid kit, various office and recreation equipment.

Job Functions:

- Plans, organizes and conducts theoretical and practical components of the Leader In Training Program.
- Carries out an active program which encourages youth development and lifestyle and leadership skills.
- Ensures equipment and supplies are available and meet safety standards.
- Supervises and evaluates participants in program.
- Maintains attendance records.
- Interacts with participants, parents, staff and public to provide program information.
- Performs administrative tasks to support the program.
- Takes action to deal with incidents, problems and emergencies and complies with Divisional/City Policies and Procedures.
- Attends and participates in meetings and training sessions.

| | |
|---|-----------------------------------|
| Job Title: Community Youth Leader | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To plan, organize, and lead youth recreational programs.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

First aid kit, recreation and various office equipment.

Job Functions:

- Plans, organizes and leads youth recreational programs suitable for youth registered in subscriber programs.
- Follows the principles of healthy youth development in the planning and delivery of programs.
- Provides instruction that will guide the youth's development in the specified recreational activity.
- Ensures the necessary equipment and supplies are available and operational prior to the start of the program and that equipment is returned to proper storage area at the end of the program.
- Maintains attendance records.
- Supervises participants in the program and provides feedback.
- Assists in the evaluation and promotion of the program.
- Interacts with participants, parents, staff and the public to provide program information.
- Performs administrative tasks to support the program.
- Takes action to deal with incidents, problems and emergencies and comply with Divisional Policies and Procedures.
- Attends and participates in all meetings and training sessions.
- Reports for duty wearing the proper uniform and is ready to work when the shift starts.

| | |
|---|-----------------------------------|
| Job Title: Community Youth Supervisor | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To plan, organize, administer and lead drop in youth recreational programs.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

Local 79 PT Recreation Workers

Machines And Equipment Used:

First aid kit, recreation and various office equipment.

Job Functions:

- To plan, organize, implement and lead drop in youth recreational programs.
- Follows the principles of healthy youth development in the planning and delivery of programs.
- Assists in the selection, training, oversight and evaluation of staff.
- Directs and oversees programs and staff at one site.
- Ensures that all equipment and supplies are available and meet safety standards.
- Assists with the set up and tear down of the program area.
- Maintains attendance records.
- Assists in the evaluation and promotion of the program.
- Plans and implements special events.
- Attends and participates in meetings and training sessions.
- Interacts with participants, parents, staff and the public to provide program information.
- Adheres to all policy and safety guidelines as outlined in Policy and Procedure manuals.
- Performs administrative tasks to support the program.
- Takes action to deal with incidents, problems and emergencies as outlined in Divisional Policies and Procedures.

| | |
|---|-----------------------------------|
| Job Title: Sports Program Coordinator | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To support the overall planning, coordination, implementation and administration of multiple sports programs and or at a variety of locations.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

Local 79 P/T Recreation Workers

Machines And Equipment Used:

First aid kit, computer, recreation and various office equipment.

Job Functions:

- Supports the overall planning, coordination, implementation and administration of multiple sports programs and or at a variety of locations.
- Ensures the delivery of sports programs.
- Assist in the selecting, training, directing and evaluating of part-time staff.
- Conducts program and site visits.
- Ensures that all program/facility staff levels are secured.
- Ensures that the program locations, equipment and supplies meet health and safety standards.
- Interacts with staff, participants, spectators and other community members to provide program information.
- Assists and promotes sports programs.
- Performs administrative tasks to support the program.
- Prepares and submits final report which includes evaluation, statistics and recommendations.
- Takes action to deal with incidents, problems and emergencies and comply with Divisional/City policies and procedures.
- Attends and participates in meetings and training sessions.



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|---|-----------------------------------|
| Job Title: Sports Organizer | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To organize and lead structured recreational or drop-in sports programs.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

Local 79 P/T Recreation Workers

Machines And Equipment Used:

First aid kit, recreation and various office equipment.

Job Functions:

- Organizes and lead structured recreational or drop-in sports programs.
- Monitors participants and ensures safe and cooperative play throughout program.
- Officiates sports programs.
- Ensures set-up and take-down of all equipment for the program.
- Schedules mini-tournaments.
- Ensures equipment and supplies meet health and safety standards.
- Performs administrative tasks to support the program.
- Takes action to deal with incidents, problems and emergencies and comply with Divisional/City policies and procedures.
- Attends and participates in meetings and training sessions.

| | |
|---|-----------------------------------|
| Job Title: Sports Monitor | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To monitor recreational or drop-in sports programs.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

First aid kit, recreation and various office equipment.

Job Functions:

- Monitors recreational or drop-in sports programs.
- Monitors participants and ensures safe and cooperative play throughout program.
- Assists in tournaments and special events.
- Ensures set-up and take-down of all equipment required for the program.
- Ensures that the program locations, equipment and supplies meet health and safety standards.
- Performs administrative tasks necessary to support the program.
- Takes action to deal with incidents, problems and emergencies and comply with Divisional/City policies and procedures.
- Attends and participates in meetings and training sessions.



| | |
|---|-----------------------------------|
| Job Title: Sports Instructor | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To plan, organize and lead instructional sports programs.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

Local 79 P/T Recreation Workers

Machines And Equipment Used:

First aid kit, recreation and various office equipment.

Job Functions:

- Plans, organizes and leads instructional sports programs.
- Evaluates participants and completes progress reports.
- Stores equipment in a safe and secure location.
- Performs administrative tasks to support the program.
- Interact with staff, parents and participants to provide program information.
- Develops and prepares an individual or team for competition.
- Ensures staffs follow the principles of Healthy Child Development (High Five) in the planning and delivery of programs.
- Ensures that program facilities, equipment and supplies meet Health and Safety standards.
- Takes action to deal with incidents, problems and emergencies and comply with Divisional/City Policies and Procedures.
- Attends and participates in meetings and training sessions.



| | |
|---|-----------------------------------|
| Job Title: Specialty Sports Instructor | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To plan, organize and lead specialized instructional sports programs.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

First aid kit, recreation and various office equipment.

Job Functions:

- Plans, organizes and leads specialized instructional sports programs.
- Evaluates participants and completes progress reports.
- Stores equipment in a safe and secure location.
- Performs administrative tasks to support the program.
- Interacts with staff, parents and participants to provide program information.
- Develops and prepares an individual or team for competition.
- Ensures staffs follow the principles of Healthy Child Development (High Five) in the planning and delivery of programs.
- Ensures that program facilities, equipment and supplies meet Health and Safety standards.
- Takes action to deal with incidents, problems and emergencies and comply with Divisional/City policies and procedures.
- Attends and participates in meetings and training sessions.

| | |
|---|-----------------------------------|
| Job Title: Scorekeeper | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To score, compile and maintain records of the scores and statistics during sports games.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

First aid kit, score-keeping, recreation and various office equipment.

Job Functions:

- Scores, compiles and maintains records of the scores and statistics during sports games.
- Reports scores.
- Performs administrative tasks to support the program.
- Takes action to deal with incidents, problems and emergencies and comply with Divisional/City policies and procedures.
- Attends and participates in meetings and training sessions.

| | |
|---|-----------------------------------|
| Job Title: Head Instructor | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To coordinate and oversee an instructional sport program or activity.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

Local 79 P/T Recreation Workers

Machines And Equipment Used:

First aid kit, recreation and various office equipment.

Job Functions:

- Coordinate and oversee an instructional sport program or activity.
- Ensures the delivery of the sport programs.
- Assists in the selecting, training, directing and evaluating of part time staff and volunteers.
- Prepares and submits final report which includes evaluation, statistics and recommendations.
- Interacts with staff, parents and participants to provide program information.
- Ensures staffs follow the principles of Healthy Child Development (High Five) in the planning and delivery of programs.
- Provides on-site coordination and guidance to staff.
- Ensures that program facilities, equipment and supplies meet Health and Safety standards.
- Performs administrative tasks to support the program.
- Takes action to deal with incidents, problems and emergencies and comply with Divisional/City policies and procedures.
- Attends and participates in meetings and training sessions.

| | |
|---|-----------------------------------|
| Job Title: City-Wide Sports Convenor | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To coordinate the convening of a City-wide sports league / tournament.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

Local 79 P/T Recreation Workers

Machines And Equipment Used:

First aid kit, recreation and various office equipment.

Job Functions:

- Coordinates the convening of a City-wide sports league/tournament.
- Performs administrative tasks to support the program, including league statistics, league rules, and promotion of league scheduling.
- Orders, distributes and controls inventory of program equipment and supplies.
- Assigns schedules and monitors Referees and Scorekeepers.
- Coordinates league meetings and information sessions.
- Reviews and updates sport governing rules.
- Prepares and submits final report which includes evaluation, statistics and recommendations.
- Maintains records of team rosters including eligibility, and coach / trainer certifications.
- Assists in the selecting, training, directing and evaluating of part time staff.
- Takes action to deal with incidents, problems and emergencies and comply with Divisional/City policies and procedures.
- Attends and participates in meetings and training sessions.



| | |
|---|-----------------------------------|
| Job Title: Assistant Sports Instructor | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To assist, plan, organize and lead instructional sports programs.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

First aid kit, recreation and various office equipment.

Job Functions:

- Assists in the planning, organizing and leading of instructional sports programs.
- Assists instructor in ensuring the facility, equipment and supplies are in safe and working condition.
- Stores equipment in a safe and secure location.
- Performs administrative tasks to support the program.
- Takes action to deal with incidents, problems and emergencies and comply with Divisional/City policies and procedures.
- Attends and participates in meetings and training sessions.

| | |
|---|-----------------------------------|
| Job Title: Tram Tour Guide | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To narrate the Toronto Island tram tours, lead designated walking and lighthouse tours.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

Cash register, communication and various office equipment, maps, first aid kit.

Job Functions:

- Narrates the Toronto Island tram, walking, and lighthouse tours.
- Interacts with the public and provides program information.
- Conducts cash handling/balancing for the tram tours.
- Performs administrative tasks to support the program.
- Adheres to safe operating policies and procedures of the Island tram and ensure passenger safety.
- Takes action to deal with incidents, problems and emergencies and comply with Divisional/City Policies and Procedures.
- Attends and participates in meetings and training sessions.



| | |
|---|-----------------------------------|
| Job Title: Tram Driver | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To drive tram along designated tour route on the Toronto Island.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

Tram vehicle, golf cart, tram maps, first aid kit and various office equipment.

Job Functions:

- Drives tram along designated tour route on the Toronto Island.
- Oversees the safe operations of the tram.
- Operates tram and provides customer service to riders.
- Performs administrative tasks to support the program.
- Conducts vehicle inspection on a daily basis.
- Adheres to safe operating policies and procedures of the island tram and ensure passenger safety.
- Takes action to deal with incidents, problems and emergencies and comply with Divisional/City Policies and Procedures.
- Attends and participates in meetings and training sessions.

| | |
|---|-----------------------------------|
| Job Title: Specialty Area Coordinator | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To assist with the planning and staffing of all Toronto Island Recreation programs.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

Local 79 P/T Recreation Workers

Machines And Equipment Used:

Various office, communications and recreation equipment, cash register, first aid kit.

Job Functions:

- Assists with the planning, staffing and implementation of Toronto Island Recreation Special programs.
- Plans, organizes and leads programs for participants.
- Assists in the selecting, training, directing and evaluating of part time staff.
- Provides on-site coordination and guidance to staff.
- Ensures that program facilities, equipment and supplies meet Health and Safety standards.
- Performs administrative tasks to support the program.
- Ensures staff follow the principles of Healthy Child Development (High Five) in the planning and delivery of programs.
- Takes action to deal with incidents, problems and emergencies and comply with Divisional/City policies and procedures.
- Interacts with clients, staff, and the public to provide program information.
- Attends and participates in meetings and training sessions.



| | |
|---|-----------------------------------|
| Job Title: Ropes Challenge Course Program Staff | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To promote, plan and implement the Toronto Island Ropes Challenge Course programs.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

First aid kit, rope course and recreation equipment.

Job Functions:

- Plans, implements and promotes the Toronto Island Ropes Challenge Course.
- Instructs programs on the Toronto Island Ropes Challenge Course.
- Designs programs for a wide variety of groups.
- Conducts daily course inspections and equipment checks.
- Ensures all waivers are signed before use of course.
- Ensures that both "experiential learning" and "challenge by choice" philosophies are adhered to.
- Assists Coordinator in promoting group bookings for revenue generation.
- Performs administrative tasks to support the program.
- Takes action to deal with incidents, problems and emergencies and comply with Divisional Policies and Procedures.
- Attends and participates in meetings and training sessions.



| | |
|---|-----------------------------------|
| Job Title: Information Booth Attendant | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To provide customer service, directions and general information regarding Toronto Island activities.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

Telephone, maps, and first aid kit.

Job Functions:

- Interacts with the public and provides information regarding Toronto Island activities.
- Guides the public to Island sites and activities.
- Hands out maps and various brochures about the Toronto Islands.
- Monitors inventory and stock control.
- Takes action to deal with incidents, problems and emergencies and comply with Divisional/City Policies and Procedures.
- Attends and participates in meetings and training sessions.



| | |
|---|-----------------------------------|
| Job Title: Franklin Children's Garden Instructor | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To develop, implement, and evaluate environmentally responsible and Eco friendly children's programs in the Franklin Children's Garden on Toronto Island.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

First aid kit and recreation equipment.

Job Functions:

- Develops, implements, and evaluates environmentally responsible and Eco Friendly children's programs in the Franklin Children's Garden at Toronto Island.
- Instructs specialized custom designed programs for schools and day care centres.
- Performs administrative tasks to support the program.
- Interacts with the public and provides program information.
- Assists with special events.
- Takes action to deal with incidents, problems and emergencies and comply with Divisional/City Policies and Procedures.
- Attends and participates in meetings and training sessions.

| | |
|---|-----------------------------------|
| Job Title: Franklin Children's Garden Attendant | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To assist in the implementation of programs in the Franklin Children's Garden.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

First aid kit, recreation and various office equipment.

Job Functions:

- Assists in the implementation of programs in the Franklin Children's Garden.
- Welcomes garden visitors.
- Maintains a tally of adults and children entering the garden daily.
- Provides information on all garden programs and special events.
- Promotes visiting storytellers and artists.
- Performs administrative tasks to support the program.
- Takes action to deal with incidents, problems and emergencies and comply with Divisional/City Policies and Procedures.
- Interacts with the public and provides program information.
- Attends and participates in meetings and training sessions.

| | |
|---|-----------------------------------|
| Job Title: Fishing Attendant | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To oversee the Toronto Island's Tackle Share program and the sale of Ministry of Natural Resources fishing licences.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

Cash register, first aid kit, fishing, recreation, boat, safety, communications and various office equipment.

Job Functions:

- Oversees the Toronto Island's Tackle Share program and the sale of Ministry of Natural Resources fishing licences.
- Supports the sales, promotion, cash handling/balancing and administration of the Ministry of Natural Resources Fishing Licences.
- Performs administration tasks to support the program.
- Maintains fishing equipment inventory/control.
- Takes action to deal with incidents, problems and emergencies and comply with Divisional/City Policies and Procedures.
- Attends and participates in meetings and training sessions.

| | |
|---|-----------------------------------|
| Job Title: Boathouse In-Charge | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To oversee the daily boathouse rental operations on Toronto Island.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

Local 79 P/T Recreation Workers

Machines And Equipment Used:

Cash register, first aid kit, various office, recreation, boat and safety equipment.

Job Functions:

- Oversees the daily boathouse rental operations on Toronto Island.
- Teaches safety procedures and boat handling for each patron.
- Informs boat renters about safety equipment, policies and procedures to follow.
- Patrols lagoon system to ensure safe boating practices are being followed.
- Monitors the safety of the patrons using the facility.
- Takes proactive steps to prevent incidents related to boating activities.
- Assists customers in selecting appropriate boats and equipment.
- Performs cash handling/balancing.
- Interacts with the public and provides information regarding boat rentals.
- Performs administrative tasks to support the operation.
- Opens/closes and maintains boat rental operation.
- Takes action to deal with incidents, problems and emergencies and comply with Divisional/City Policies and Procedures.
- Attends and participates in meetings and training sessions.



| | |
|---|-----------------------------------|
| Job Title: Boathouse Attendant | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To provide customer service to rental patrons at the boathouse operation on Toronto Island.

Reports To:

Program Supervisor,

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

Cash register, first aid kit, boat safety and recreation equipment.

Job Functions:

- Provides customer service to rental patrons at the boathouse operation on Toronto Island.
- Teaches safety procedures and boat handling for each patron.
- Informs boat renters about safety equipment, policies and procedures.
- Patrols lagoon system to ensure safe boating practices are being followed.
- Assists customers in selecting appropriate boats and equipment.
- Performs administrative tasks to support the operation.
- Performs cash handling/balancing.
- Monitors the safety of the patrons using the facility.
- Takes proactive steps to prevent incidents related to boating activities.
- Places boats in water for customer and removes/stores boat.
- Takes action to deal with incidents, problems and emergencies and comply with Divisional/City Policies and Procedures.
- Attends and participates in meetings and training sessions.

| | |
|---|-----------------------------------|
| Job Title: Leisure Skate Location In-Charge | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To provide direction, coordination and administration of a Leisure Skate program site.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

Local 79 P/T Recreation Workers

Machines And Equipment Used:

First aid kit, recreation and various office equipment.

Job Functions:

- Provides direction, coordination and administration of a Leisure Skate Program site.
- Assists with orientation and work direction of part time staff.
- Directs the Rink Guards.
- Adheres to all policies and safety guidelines as outlined in Policy and Procedure Manuals.
- Monitors and controls access to the program and facility.
- Ensures that the program location, equipment and supplies meet health and safety standards.
- Takes action to deal with incidents, accidents, problems and emergencies, as outlined in the divisional policies and procedures.
- Interacts with staff and participants.
- Plans, coordinates, implements and evaluates special events.
- Monitors and regulates recreational skating activities.
- Attends and participates in meetings and training sessions.

| | |
|---|-----------------------------------|
| Job Title: Leisure Skate Location Assistant In-Charge | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To provide assistance in the coordination and administration of a Leisure Skate Program site.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

LOCAL 79 P/T Recreation Workers

Machines And Equipment Used:

First aid kit, communications, recreation and various office equipment.

Job Functions:

- Provides assistance in the coordination and administration of a Leisure Skate Program site.
- Ensures a safe skating environment.
- Directs the Rink Guards.
- Directs, monitors and controls access to the program and/or facility.
- Takes action to deal with incidents, accidents, problems and emergencies, as outlined in the divisional policies and procedures.
- Interacts with staff and participants.
- Participates in the planning and implementation of special events.
- Attends and participates in meetings and training sessions.

| | |
|---|-----------------------------------|
| Job Title: Leisure Skate Coordinator | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To coordinate, administer, implement and direct the Leisure Skate programs.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

Local 79 P/T Recreation Workers

Machines And Equipment Used:

First aid kit, recreation and various office equipment, automobile.

Job Functions:

- Coordinates, administers, implements and directs the Leisure Skate Programs.
- Directs staff. Assists in the recruitment, selection, training, orientation and direction of part time staff.
- Plans, co-ordinates, implements and evaluates special events.
- Conducts program and site visits.
- Ensures that program staff levels are secured.
- Adheres to all policies and safety guidelines as outlined in Policy and Procedure Manuals.
- Ensures that the program location, equipment and supplies meet health and safety standards.
- Takes action to deal with incidents, accidents, problems and emergencies as outlined in the Divisional policies and procedures.
- Interacts with staff and participants.
- Attends and participates in meetings and training sessions.
- Travels from site to site as required.

| | |
|---|-----------------------------------|
| Job Title: Permit Hall Convenor | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To provide customer service to permit holders ensuring adherence to policies and procedures.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

Various office, communications, and recreation equipment, first aid kit.

Job Functions:

- Provides customer service to permit holders ensuring adherence to policies and procedures.
- Checks the validity and accuracy of permits.
- Ensures room is set up prior to the start of the permit.
- Monitors and enforces safety regulations and Municipal Alcohol Policy.
- Opens and closes facility.
- Interacts with Recreation and Facility staff and provides assistance.
- Liaises with City Security and Police.
- Acts as member of the on-site emergency response team.
- Attends and participates in meetings and training sessions.
- Takes action to deal with incidents, problems and emergencies and comply with Divisional/City Policies and Procedures.

| | |
|---|-----------------------------------|
| Job Title: Gatekeeper | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To assist with overall support and control for programs and facility operation.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

First aid kit, recreation and various office equipment.

Job Functions:

- Assists with overall support and control for program facility operation.
- Supports facility operations, including monitoring and maintenance
- Enforces safety regulations.
- Performs administrative tasks to support facility operations.
- Communicates with the facility maintenance staff and provides assistance.
- Acts as member of the on-site emergency response team.
- Attends and participates in meetings and training sessions.
- Takes action to deal with incidents, problems and emergencies to comply with Divisional/City Policies and Procedures.

| | |
|---|-----------------------------------|
| Job Title: Hallway Monitor | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To provide overall support and control for facility operations and assist staff with overall building supervision and customer service.

Reports To:

Program Supervisor:

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

First aid kit and recreation equipment.

Job Functions:

- Provides overall support and control for facility operations and assist staff with overall building supervision and customer service.
- Performs coordination duties and patrols isolated areas, doorways, program areas and outside perimeter of facility.
- Ensures safety regulations and related Divisional policies are enforced in all public areas both inside and outside the facility.
- Informs staff of all incidents/injuries in a timely manner.
- Ensures forms are completed.
- Attends and participates in meetings and training sessions.
- Takes appropriate action to deal with incidents, problems and emergencies and comply with Divisional/City Policies and Procedures.



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|---|-----------------------------------|
| Job Title: Rink Guard | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To monitor and regulate recreational skating activities and maintain a safe environment.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

First aid kit and recreation equipment.

Job Functions:

- Monitors and regulates recreational skating activities.
- Ensures a safe skating environment.
- Directs, monitors and controls access to the program and/or facility.
- Takes action to deal with incidents, accidents, problems and emergencies, as outlined in the divisional policies and procedures.
- Interacts with staff and participants.
- Participates in the planning and implementation of special events.
- Attends and participates in meetings and training sessions.

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|---|-----------------------------------|
| Job Title: Skate Programs Instructor | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To instruct skate lessons.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

First aid kit, recreation and various office equipment.

Job Functions:

- Instructs skate lessons.
- Ensures that the program location, equipment and supplies meet health and safety standards.
- Ensures the safety of participants.
- Performs administrative tasks to support the program.
- Assists with planning and coordination of special events.
- Takes action to deal with incidents, accidents, problems and emergencies, as outlined in the divisional policies and procedures.
- Interacts with staff and participants.
- Attends and participates in meetings and training sessions.

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|---|-----------------------------------|
| Job Title: Skate Programs Head Instructor | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To provide direction, instruction and coordination of skate programs.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

Local 79 P/T Recreation Workers

Machines And Equipment Used:

First aid kit, recreation and various office equipment.

Job Functions:

- Provides direction, instruction and coordination of skate programs.
- Assists in the recruitment, training and direction of instructors, assistants and volunteers.
- Oversees testing procedures and instructs classes as required.
- Interacts with staff, participants, spectators and community members to provide program information.
- Adheres to all policy and safety guidelines as outlined in Policy and Procedure Manuals.
- Performs administrative tasks to support the program.
- Takes action to deal with incidents, accidents, problems and emergencies, as outlined in the divisional policies and procedures.
- Participates in coordinating and facilitating special events.
- Attends and participates in meetings and training sessions.



| | |
|---|-----------------------------------|
| Job Title: Skate Programs Coordinator | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To coordinate, administer implement and direct skate programs.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

Local 79 P/T Recreation Workers

Machines And Equipment Used:

First aid kit, communications, recreation and various office equipment, automobile.

Job Functions:

- Coordinates, administers, implements and directs skate programs.
- Assists in recruitment, training, orientation and direction of instructors, assistants and volunteers.
- Participates in planning, coordinating, implementing and evaluating special events.
- Conducts program and site visits.
- Ensures program staff levels are secured.
- Oversees testing procedures.
- Adheres to all policy and safety guidelines as outlined in Policy and Procedure Manuals.
- Interacts with staff, participants, spectators and community members.
- Performs administrative tasks to support the program.
- Takes action to deal with incidents, accidents, problems and emergencies, as outlined in the Divisional policies and procedures.
- Creates and distributes program publications and announcements.
- Travels from site to site as required.

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|---|-----------------------------------|
| Job Title: Skate Programs Assistant Instructor | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To assist the Skate Instructor with the teaching of skate programs.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

First aid kit, recreation and various office equipment.

Job Functions:

- Assists the instructor with the teaching of lessons.
- Assists with the preparation of classes.
- Ensures the safety of participants while on and off the ice.
- Assists with the testing of skaters.
- Performs administrative tasks to support the program.
- Attends and participates in meetings and training sessions.



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|---|-----------------------------------|
| Job Title: Special Needs Area Coordinator | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To provide coordination and direction for District wide adapted and/or inclusive programs.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

Local 79 P/T Recreation Workers

Machines And Equipment Used:

Various office, special needs and recreation equipment, first aid kit, automobile.

Job Functions:

- Provides coordination and direction for District wide adapted and/or inclusive programs.
- Directs part-time staff and provides ongoing program support.
- Advocates to facilitate awareness of the uniqueness of all individuals.
- Assesses potential participants with special needs/disabilities and arranges placements.
- Reviews participant files and communicates information with appropriate staff.
- Interacts with staff, families, agencies, participants and the public.
- Assists in hiring process of Special Needs Support Staff and staff placement.
- Provides guidance and specialized training District wide to all part time staff.
- Ensures health and safety procedures are adhered to when staff are assisting participants with personal hygiene (i.e. diaper change, feeding etc.), lifts, transfers and life skills.
- Performs all administrative tasks necessary to support program. (i.e. AIMS program, incident/accident reports, etc.).
- Provides suggestions and assistance with behaviour management techniques.
- Plans and implements special events and information fairs.
- Assists with maintaining an inventory of all program equipment and ensures that it is kept in a state of good repair.
- Reports any damage to equipment and orders supplies.
- Attends and participates in all required meetings and training sessions.
- Oversees agency staff through city partnerships.
- Takes action to deal with incidents, problems and emergencies and comply with Divisional/City Policies and Procedures.



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|---|-----------------------------------|
| Job Title: Special Needs Camp/Program Director | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To support overall camp/program operation, planning, organization, direction and administration of a safe and enjoyable Adapted (Specialized) camps/program.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

Local 79 P/T Recreation Workers

Machines And Equipment Used:

Various office, special needs and recreation equipment, first aid kit.

Job Functions:

- Supports overall camp/program operation, planning, organization, direction and administration of Adapted (Specialized) camps/program.
- Provides, facilitates and implements internal and specialized external training for staff and volunteers.
- Supports the recruitment and hiring of staff and volunteers.
- Evaluates camp/program in order to support and assist staff with professional and skill development.
- Performs administrative tasks necessary to support the program.
- Advocates on behalf of camp participants.
- Ensures that behaviour management techniques are implemented.
- Ensures health and safety procedures are adhered to when assisting participants with personal hygiene (i.e. diaper change, feeding etc.), lifts, transfers and life skills.
- Reviews participant files and communicates information with appropriate staff.
- Oversees administration of medication.
- Maintains an inventory of all program equipment and ensures that it is kept in a state of good repair.
- Reports any damage to equipment and orders supplies.
- Interacts with staff, participants, spectators and other community members to provide program information.
- Facilitates delivery of special events.
- Attends and participates in meetings and training sessions.
- Takes action to deal with incidents, problems and emergencies and comply with Divisional/City policies and procedures.
- Provides support to ensuring the programs are modified, if necessary to promote an inclusive environment.



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|---|-----------------------------------|
| Job Title: Special Needs Program Staff | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To plan and implement safe, supportive and comfortable adapted and/or integrated programs/camps.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

N/A

Machines And Equipment Used:

Various office, Special needs and recreation equipment, first aid kit.

Job Functions:

- Performs administrative tasks necessary to support the program.
- Provides support to participants ensuring that programs are modified to promote an inclusive environment.
- Advocates on behalf of participants.
- Ensures that consistent behaviour management techniques are followed.
- Complies with health and safety procedures when assisting participants with personal hygiene (i.e. Diaper change, feeding etc.), lifts, transfers and life skills.
- Reviews participant files and communicates information with appropriate staff.
- Assists with and/or administers medication.
- Maintains an inventory of all program equipment and ensures that it is kept in a state of good repair.
- Reports any damage to equipment and orders supplies.
- Interacts with staff, participants and the public to provide program information.
- Assists with the delivery of special events.
- Visits/supports various locations.
- Attends and participates in meetings and training sessions.
- Takes action to deal with incidents, problems and emergencies and comply with Divisional/City policies and procedures.



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|---|-----------------------------------|
| Job Title: Facility In-Charge | Job Code: |
| Affiliation: Local 79 Recreation Workers' Part-time Unit | Wage Grade: |
| Service Area: Citizen Focused Services A | Hours of Work per Week: |
| Division: Parks, Forestry and Recreation | Date Prepared: January 1, 2008 |

Job Summary:

To assist recreation and facility staff with the delivery of recreational programming, the accommodation of permit groups and the provision of client customer service.

Reports To:

Program Supervisor

Direction Received:

Community Recreation Programmer (TF0430)

Direction Exercised:

Local 79 P/T Recreation Workers

Machines And Equipment Used:

Various office, training, communication and recreation equipment, cash register, safe, first aid kit, pool testing kit.

Job Functions:

- Assists recreation and facility staff with the delivery of recreational programming, the accommodation of the permit groups and the provision of client customer service.
- Provides guidance to program staff, participants and/or permit holders.
- Acts as supervisor as defined by the Ontario Health and Safety Act.
- Opens/closes facility including arming and disarming security systems.
- Ensures program staff levels are secured.
- Ensures set up for programs and permit functions is completed as per facility schedule.
- Ensures that facilities, programs, equipment and supplies are available and meet health and safety standards.
- Ensures Division's policies and procedures are adhered to by all staff and participants.
- Informs staff of all incidents/injuries in a timely manner. Ensures forms are completed and assists with follow-up.
- Assists with the monitoring and evaluating of programs and services.
- Performs administrative tasks to support the programs.
- Communicates with the facility maintenance staff and provides assistance.
- Acts as member of the on-site emergency response team.
- Completes a shift summary in the facility logbook ensuring that critical information is recorded.
- Assists with pre-opening activities including program preparation and staff training for seasonal operations.
- Attends and participates in meetings and training sessions.
- Takes action to deal with incidents, problems and emergencies and comply with Divisional/City Policies and Procedures.