

Mandatory Training for Part Time Recreation Staff

Division:	Parks and Recreation	Approved by:	Parks and Recreation Directors
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		Category:	Parks, Forestry and Recreation
		Sub-cat:	Recreation

Policy Statement

All part-time recreation workers are to be trained in the following mandatory training topics:

TOPIC	WHO	RENEWAL/UPDATE
1. Child Abuse Reporting	Only staff who work with children & youth	Full session first time ½ hr. update every 2 yrs
2. Workplace Safety (Health & Safety & WHMIS)	All staff	Full session first time Only WHMIS portion update every year – ½ hr.
3. Harassment Free Workplace	All staff	Only need training once
4. Inclusion & Support	All staff	Only need training once

Implementation

All training sessions are co-ordinated through the Training Co-ordinators in the Staff Support Units.

Compliance

1. When there are extenuating circumstances and hiring deadlines do not allow staff to be trained by the first work shift i.e. late hirings, staff quit and replacements needed, Recreation Staff can either:

- Do individual or small group training using training topic materials from the Training Coordinators or,
- Have staff start work as long as they are scheduled for training

2. Failure to meet mandatory training requirements will result in disciplinary action up to dismissal.