

 ARNPRIOR	The Corporation of the Town of Arnprior Job Description	
Job Title: Program and Event Staff		Page(s): 1 of 4
Location: Nick Smith Centre	Reports To: Program and Events Supervisor	Revision date: April 2025
Department: Recreation		Hourly Wage: Grade 2

Position Summary:

Reporting to the Program and Events Supervisor, the Program and Event Staff will provide operational support by providing direct leadership to various recreational programs and events offered by the Town of Arnprior's Recreation Department, for all segments of the community. The responsibilities will include direct leadership and instruction of recreational programs, facilitation of individual and group activities, all while maintaining a safe and enjoyable environment for everyone involved. The Program and Event Staff will also provide ongoing customer service to the public and assist with general set-up and clean-up of program spaces, ensuring they are safe and tidy.

This position will also assist with special events setup, operation, and teardown including but not limited to assisting members of the public with directions or any inquiries they may have, preparing and operating activities for the day, grounds control, including clean-up, and other tasks as required by the specific event.

Position responsibilities:

1. Provide support to respective Recreation Staff including but not limited to the Director of Recreation, Program and Events Supervisor, Aquatic and Facility Services Supervisor, Recreation Programmer, key volunteers, fellow Program and Event Staff and facility maintenance staff.
2. Perform direct instruction and leadership for a variety of recreational and sport programs offered by the Recreation Department. These programs may include but are not limited to: working Youth Club and Older Adult Club programming, recurring / weekly programs, holiday and special camps, school year camps, and other program and event work as required.
3. Responsible for providing ongoing customer service to all participants of Town programming and always maintaining a positive and professional manner.
4. Provide general maintenance of the facility during events, by conducting regular checks of facility equipment, and by reporting any unsafe conditions, damage, and/or vandalism to the Program and Events Supervisor, facility staff or other supervisory staff.
5. Assist with special events setup, operation, and teardown including but not limited to assisting members of the public with directions or any inquiries they may have, preparing and operating

activities for the day, grounds control, including clean-up, and other tasks as required by the specific event.

6. Perform work in accordance with applicable Provincial and Municipal legislations and regulations including the Ontario Occupational Health and Safety Act, and in accordance with internal Town policies and procedures.
7. Protect the health and safety of others and oneself by adopting safe work practices, reporting unsafe conditions immediately, using personal protective equipment as required by the nature of the position, and attending all relevant in-services training regarding occupational health and safety.
8. Perform other related duties as assigned.

Working Relationships:

- **Internal:** Program and Events Supervisor, Recreation Programmer, Town Staff and Volunteers.
- **External:** The general public, including clients.

Work Locations:

The normal work site is the Nick Smith Centre. Other regular work locations can include schools, parks and additional areas contained within the geographic boundaries of the Town of Arnprior, as permitted for program facilitation.

Working Conditions:

Physical Demands: The Program Staff will perform regular physical effort walking and may be required to walk on uneven and/or slippery surfaces. The position may require the ability to bend, lift and/or carry heavy objects. Occasional strenuous physical activity may result in muscle fatigue or strain.

Environmental Conditions: The Program Staff may experience changing temperatures within the building and outdoor locations. The position will be exposed to outdoor conditions, hazardous substances, and/or loud noises.

Mental Demands: The Program Staff may occasionally have to handle several requests and tasks at one time and must be prepared to deal with a variety of people and ages, and occasional stressful situations associated with working with the public.

Education and Experience:

- Previous experience working or volunteering in a team environment
- Previous experience working or volunteering with various age groups
- Previous experience working or volunteering in the leadership and facilitation of sports, recreational or instructional programs and activities for a wide range of ages.
- Knowledge of providing customer services and being able to assess needs to meet and effect service delivery standards.

Qualifications:

- Ability to obtain a clear Vulnerable Sector Check.
- Demonstrated experience working in a team environment.
- Able to work independently with minimal supervision.
- Ability to always maintain a professional demeanor when dealing with clients, staff, volunteers and the general public.
- Ability to work with all age groups (Children, Adults, Seniors, etc.)
- Physically capable of performing general labour and maintenance duties.
- Capable of following safe work practices and procedures.

Asset Qualifications:

- First Aid and CPR-AED Certification preferred.
- Previous occupational health and safety knowledge would be an asset.
- Previous experience facilitating recreational programs.
- High Five Training
- Valid 'G' Class Driver's License

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.