

## MANOR PARK COMMUNITY COUNCIL

### **JOB DESCRIPTION: Sports Instructor**

**Reports to:** Recreation Coordinator

**Position designation:** Part-time, non-managerial

**Salary Range:** \$18 - \$60 per hour.

**Hours:** per Employment Agreement.

#### **Overview**

The Manor Park Community Council (MPCC) provides recreational programs for adults and children as well as licensed childcare programs to the greater community. The MPCC is comprised of a Board of Directors, paid employees, and volunteers. Key programs include Before and After School in Manor Park, Manor Park Child Care Centre, Summer Day Camps, and a variety of sessional recreational activities. In addition, the MPCC organizes special events for the community such as Rock the Block, Pints in the Park and Skating Party.

The MPCC offers sports programming to children and adults, generally at the recreational or introductory level.

Sport Instructors are responsible for delivering sport instruction, activity set-up and clean-up as well as ensuring the safety of participants. Success is measured by innovative program delivery, enthusiastic participants and by surveyed responses of the participants/ parents.

#### **Essential Job Functions:**

The responsibilities of this position include, but are not limited to, the following:

##### Programming

- Developing lesson plans and providing plans to Recreation Coordinator
- Modifying lessons based on participant needs
- Designing a fun and safe environment that complements the sport
- Maintaining an inventory of equipment / supplies, if belonging to the MPCC
- Setting up for the lesson
- Cleaning up after the lesson.

##### Interactions with Participants

- Ensuring the participant's safety
- Familiarizing self with any special needs, medical considerations or life-threatening allergies of participants in attendance
- Attending to First Aid needs, as required
- Being an enthusiastic leader
- Engaging the participants
- Acting as a positive role model
- Demonstrating effective interpersonal communications
- Treating participants with respect and dignity
- Helping participants become an integral member of the group
- Consider each participant in relation to their personal background in the activity
- Practicing and encouraging fair play
- Encouraging participation over winning
- Promptly and professionally attending to discipline / behavioural problems
- Referring problems concerning participants to the Recreation Coordinator.

#### Interaction with Parents of Underage Participants (if applicable)

- Providing parents with an outline of lesson plans for the session
- Communicating with parents about their child's activities
- Referring problems concerning parents or children to the Recreation Coordinator.

#### Other

- Supervising volunteers, where applicable
- Completing and submitting all required paperwork to the Recreation Coordinator (eg. participant attendance records, timesheet, expense reports)
- Completing incident reports, when required
- Keeping rooms, equipment areas, cupboards and activity sites clean and organized
- Reporting equipment replacements or repairs
- Following MPCC Policies and Procedures
- Understanding manuals and documentation associated with employment.

#### ***Requirements:***

- Standard First Aid and CPR Level C, from a recognized agency
- AED, from a recognized agency
- Heart Wise accreditation, where applicable
- Valid Police Record Check, (Level 3, Vulnerable Sector, when working with children)
- Ability to effectively communicate in English
- Experience working with groups of children and/or adults
- Experience instructing / coaching applicable sport or activity
- Minimum three (3) years participation in applicable sport or activity
- Proficiency in both execution and rules of applicable sport
- Experience working as member of a team
- Ability to work independently within established procedural guidelines and/or written directions.

***Adopted by:*** December 15, 2004

Updated: November 18 2025