



Town of Halton Hills  
1 Halton Hills Drive  
Halton Hills ON L7G 5G2  
www.haltonhills.ca

## Recreation & Parks Volunteer Position Description

---

**POSITION TITLE:** Recreation Program Volunteer

**PROGRAM:** General Programs

**CUSTOMER GROUP:** Children and Youth

**POSITION PURPOSE:** To support Recreation staff in delivering high quality programs to children and youth in the community

**REPORTING TO:** Recreation Coordinator, Children and Youth or Recreation Coordinator, Active Living

**TIME COMMITMENT:** 1-3 hours per week, weeknights or weekend mornings, for a 6-9 week session (with an option to continue longer)

**JOB DURATION:** Minimum commitment is one session (see above)

**LOCATION:** Town of Halton Hills facilities or alternative locations

**POSITION DUTIES/RESPONSIBILITIES:**

- To arrive on time to all scheduled shifts
- Assist with set-up and clean up of equipment
- Assist in delivering instruction and actively participating in program at all times
- Provide high quality customer service to participants and guardians
- Be familiar with and follow all policies, procedures and emergency protocols
- Some light lifting of equipment may be required
- To be a positive role model to program participants
- To act in a professional manner
- To seek clarification and guidance from Recreation staff when needed
- To record volunteer hours and complete an evaluation at the end of each session
- To dress according to the Dress Code and wear required uniform each day
- May be asked to provide 1:1 or 1:2 support for participants with special needs

**QUALIFICATIONS & SKILLS:**

- Minimum 14 years of age (by end of calendar year)
- Completed mandatory training
- Willing to take initiative and actively participate in the programs
- Past experience or interest in working with children is an asset
- Skills or interest in area of program is an asset (i.e., art, cooking, sports, etc.)
- Strong communication and listening skills
- First Aid and CPR certification is an asset
- Ability to maintain a high level of confidentiality

---

1 Halton Hills Drive, Halton Hills, ON L7G 5G2

Tel: 905-873-2601 ext. 2273 Fax: 905-873-2347, [www.haltonhills.ca](http://www.haltonhills.ca)

**BOUNDARIES/LIMITATIONS:**

- Volunteers will not be left alone with program participants
- Volunteers are not responsible for creating the program plans
- Volunteers will not engage in discipline
- Volunteers will not answer questions to which they do not know the answer
- Volunteers will not take the lead in emergency situations

**VOLUNTEER BENEFITS:**

- Hours apply to the required 40 hours of community service in high school
- Confirmation of hours and reference letters available upon completion of volunteer commitment
- Learn program planning and implementation, leadership and communication skills
- Meet new people and develop relationships for potential job opportunities in the future

**ORIENTATION/TRAINING:**

- Must complete mandatory training prior to starting as a volunteer – approx. 2.5 hours
- Must attend a mandatory first day orientation – approx. 20 minutes
- If volunteer wishes to change their placement additional training may be required

**SUPERVISION & SUPPORT:**

- Upon placement the volunteer will report directly to the Recreation Program Staff and will be supervised directly by them throughout program
- The Recreation Coordinator, Special Events and Volunteer Services and the Recreation Coordinator who oversees the program will also be available to address questions or concerns throughout program
- It is the responsibility of the volunteer to ask questions and seek support and guidance when needed

**VOLUNTEER EVALUATION:** Volunteers receive a performance evaluation at the end of the program session and/or upon departure. Volunteers are also encouraged to complete a self-evaluation as well as an evaluation of the volunteer program in general.

**RISK LEVEL:** HIGH – working with vulnerable sector

**SCREENING:**

- Application Form
- Interview
- Signed Agreement Form
- 2 Reference Checks
- Police Security Clearance (Vulnerable Sector Screening if 18 years of age or older) – to be completed every 3 years
- Orientation & training
- Ongoing supervision and feedback
- Final evaluation

Date Developed: September 7, 2012 Revision Date: Developed By: Recreation Coordinator
---