



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

## Recreation & Parks Volunteer Position Description

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**POSITION TITLE:** Recreation Program Volunteer

**PROGRAM:** Special Needs Programs

**CUSTOMER GROUP:** Youth and Adults

**POSITION PURPOSE:** To support Recreation Staff in delivering high quality sport league programs to youth and adults who have disabilities in the community

**REPORTING TO:** Recreation Coordinator, Active Living

**TIME COMMITMENT:** 1-3 hours per week, weeknights for a 8 week session

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

**LOCATION:** Various parks in the community

**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 the role of coach 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 16 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 individuals who have a disability
- Interest and/or skills in program area is an asset (i.e., baseball, soccer)
- Strong communication and listening skills
- First Aid and CPR is an asset
- Ability to maintain a high level of confidentiality

**BOUNDARIES/LIMITATIONS:**

- Volunteers will not be left alone with program participants
- Volunteers are not responsible for creating the program and/or instruction 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
- Volunteers will not assist with personal care or lifting of participants

**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 Assistant Recreation Coordinator onsite and will be supervised directly by them throughout program
- The Community Development Coordinator and the Recreation Coordinator, Active Living 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: February 3, 2017