

POSITION TITLE:

Program Attendant (part-time)

DEPARTMENT:

Recreation

TITLE OF IMMEDIATE SUPERVISOR:

Reports to Recreation Program and Services Coordinator

STATUS/HOURS OF WORK:

This is a part-time position; scheduled hours will vary based on the needs of the facility, including daytime and evening shifts. Staff will be required to work at the Thamesford District Recreation Centre and/or the Embro Zorra Community Centre.

Approximately 15-20 hours of work per week, June-August.

PURPOSE OF POSITION:

To provide customer service to guests as they enter the facility while collecting fees and tracking attendance. Monitor that programs run smooth and share participant feedback with Recreation Coordinator.

RESPONSIBILITIES:

This part time position will;

- Monitor drop-in participants and ensure their safety.
- Be knowledgeable with the facility, the Township, and the programs it provides.
- Perform and reconcile all cash handling duties as required.
- Complete all required reports and logs.
- Keep area clean and well organized.
- Open and close facility, following proper opening and closing procedures.
- Perform all other duties as assigned.
- Adhere to Township policies and procedures.

QUALIFICATION REQUIREMENTS:

- Eligible to work in the Province of Ontario.
- Over the age of 16.
- Customer service oriented.
- Good communication skills written/verbal.
- Able to demonstrate excellent interpersonal skills, problem solving skills, and cash handling skills.
- Independent and able to work with minimal supervision.
- The ability to follow safety procedures set by Municipality.
- Current Standard First Aid with CPR-C.
- Passing of a Vulnerable Sector Check.

KNOWLEDGE AND SKILL:

- Experience working in a Recreational Facility.
- Working with Recreational software (e.g. Pickup Hub).
- Able to demonstrate excellent interpersonal skills, problem solving skills, customer service skills and communication skills.
- Must have good organizational skills and be punctual and dependable.
- Self-starter and able to work with minimal supervision.
- The ability to follow safety procedures set by the Municipality.

WORKING RELATIONSHIPS:

Internal: Various Parks and Recreation Staff.

External: Public.

Supervisory: Recreation Programs & Services Coordinator; Manager of Recreation & Facilities

WORKING CONDITIONS:

Indoor facility can be noisy due to the active play. Role requires standing and walking. Occasional bending, lifting, and moving of light equipment.

UNIFORM REQUIREMENTS:

Township branded T-shirt will be provided and must be worn during all shifts.

If you require this document to be in an accessible format, please contact the Director of Corporate and Protective Services at clerk@zorra.ca or 519-425-2305.