



TOWN OF FORT SMITH

Casual Community Services Assistant 1

The Town of Fort Smith is seeking individuals who are interested in supporting community recreation events and programs to join our team as a casual Community Services Assistant 1.

Reporting to the Recreation and Special Events Coordinator, the Community Services Assistant is responsible for supporting all recreation programming, reception, maintaining facility cleanliness, and interacting with public users of all Town facilities. This is a shift work position and may require evening and weekend work.

Qualifications: Completion of Grade 10 or equivalent
 Class 5 driver's license
 Equivalent combinations of education and experience will be considered
 First Aid & CPR certification would be an asset
 Education or experience in recreation and sport programs would be an asset

Candidates must provide a satisfactory criminal record check. Failure to provide a satisfactory check may deem you disqualified from the competition.

Only those applicants selected for an interview will be contacted.
Resumes may be kept on file for future consideration.

Position Location: Community and Recreation Centre

Salary & Benefits: Pay Level 12, \$28.73 hourly

Deadline: July 5, 2024 (until filled)

Please forward applications to:

Emily Colucci, Director of Community Services
Town of Fort Smith
P.O. Box 147
Fort Smith, NT X0E 0P0
Ph: 867.872.8400
Email: reception@fortsmith.ca



Town of Fort Smith

Job Description **Community Services Assistant I**

POSITION TITLE:	Community Services Assistant I
DEPARTMENT:	Community Services
REPORTS TO:	Recreation & Special Events Coordinator
CLASSIFICATION:	Pay Level 12 Community Services Facilities
LOCATION:	

Summary of Position

Reporting to the Community Services Coordinator, this position provides front line services to the users of the Community Services facilities, including customer service, janitorial, and program support. Shift and weekend work are the norm.

Outline of Duties

1. Customer Service:
 - Customer service tasks including checking in patrons, fielding inquiries, and ensuring adherence to policies for safe use of the facilities;
 - Completing security checks, collecting statistical data or any paperwork outlined in daily schedules
2. General janitorial duties include (but are not limited to);
 - General cleaning in and around the facilities as outlined in the appropriate schedules
 - Snow and ice removal from all exits as required

3. Programs and Events;
 - Assist with development and implementation of regular programs and special events for varied segments of the community
 - Assist with set up and clean-up for special events being hosted by the Town or community partners (including National Indigenous Peoples Day celebrations, Canada Day, Wood Buffalo Frolics, etc.)
 - Assist with the preparation and delivery of programs during special events
4. Other related duties as required.

Positions Supervised

This position normally does not supervise other staff

Contacts

- This position has regular contact with other Town staff, members of recreation interest groups, all sectors of the Fort Smith community
- This position is also required to communicate regularly and effectively with all present patrons of the Community Recreation Facilities as well as all sectors of Fort Smith community who, after assessment of their recreation needs, could become regular users

Work Environment

- All Community Services Department staff are expected to work on specific statutory holidays such as Canada Day, National Indigenous Peoples Day, and other days as specified.
- The Community Services Facilities are and must remain active, well used places. As a result, these facilities can be a noisy, hectic place where users are constantly coming and going often with questions and requests for support. Meeting diverse needs can be demanding
- Shift and evening work is required

Knowledge, Education and Experience

- Completion of Grade 10 or equivalent
- Class 5 driver's license
- Knowledge of the legislation and Town policies, procedures and by-laws impacting this job.
- Candidates must provide a satisfactory criminal record check including Vulnerable Sector Check. Failure to provide a satisfactory check may deem you disqualified from the competition
- First Aid and CPR certification would be an asset
- Experience in coaching or organizing special events would be an asset.