



TOWN OF FORT SMITH

Recreation Assistant

The Town of Fort Smith is seeking individuals who are interested in supporting community recreation events and programs to join our team as a Recreation Assistant. The complete job description is available on the Town website at www.fortsmith.ca.

Reporting to the Community Services Program Coordinator, the Recreation 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.

We have several positions currently open:

Part time Term Recreation Assistant (After School Care Program) – October 2019 to June 30, 2020 (Monday to Friday – minimum of 15 hrs/week)

Part Time Term Recreation Assistant (Arena) – October 4, 2019 to March 31, 2020 (weekends – minimum 16 hours/week)

Permanent Part time Recreation Assistant (Library) – Saturday and Sunday (minimum 6 hours/week) – 2 positions

Permanent Part time Recreation Assistant (Library) – Monday to Thursday evenings (minimum 8 hrs/week)

Casual Recreation Assistant – as and when required

Qualifications:

Completion of Grade 12 or equivalent

Class 5 driver's license

Equivalent combinations of education and experience will be considered

First Aid & CPR would be an asset

Education or experience in recreation and leisure programs would be an asset

Competency with Microsoft Office, Power Point, Publisher, and Excel 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: Recreation and Community Centre

Salary & Benefits: Pay Range 12 (\$56,870.06 to \$64,739.52)

Deadline: September 19, 2019 at 3pm

Please forward applications to:

Cynthia White, 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 Recreation Centre Assistant

POSITION TITLE:	Recreation Centre Assistant
DEPARTMENT:	Community Services
REPORTS TO:	Community Services Program Coordinator
CLASSIFICATION:	Various Pay Level 12
LOCATION:	Fort Smith Recreation and Community Centre

Summary of Position

This position in the Community Services Department of the Town of Fort Smith reports to the Program Coordinator, assists with reception desk duties, involves janitorial services, and provides supervision of all activities and events within the Recreation Centre. Shift and weekend work are the norm.

Outline of Duties

1. Serve patrons of Recreation facilities;
 - Customer service tasks including processing bookings and memberships; using cash register and completing cash outs, etc.
 - Understanding and (when necessary) implementing Emergency Operating Procedures
 - Opening and/or Closing the Recreation Centre
 - Completing security checks, collecting statistical data or any paperwork outlined in daily schedules
 - Enforce the Town's discipline policy where patrons are concerned
2. General janitorial duties include (but are not limited to);
 - General cleaning in and around the building of the Recreation facilities as outlined in the appropriate schedules
 - Snow removal from all exits as required
3. Events;
 - Assist with set up and clean-up for special events (including National Aboriginal Day celebrations, Canada Day, Wood Buffalo Frolics, etc.)
 - Assist with the preparation and delivery of programs during special events
4. Liaise with Director, and Recreation Programmer, coworkers, etc about maintenance and program delivery

5. Other related duties not stated in this Job Description may be included in the position

Positions Supervised

This position normally does not supervise other staff, but may be required to provide assistance, peer training or support to fellow team members.

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 Recreation and Community Centre as well as all sectors of Fort Smith community who, after assessment of their recreation needs, could become regular users

Work Environment

- All Recreation Department staff are expected to work on specific statutory holidays such as Canada Day, Aboriginal Day, etc
- The Recreation and Community Centre (RCC) is and must remain an active, well used place. As a result, the RCC 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 12 or equivalent
- Class 5 driver's license
- First Aid and CPR certification would be an asset
- Knowledge of the legislation and Town policies, procedures and by-laws impacting this job.
- Candidates must provide a satisfactory criminal record check. Failure to provide a satisfactory check may deem you disqualified from the competition

I have read and understand this job description. I have been informed that it is a general description of the duties, responsibilities and qualifications required for my position which forms the basis for my classification level and against which my performance will be evaluated.

Employee's Signature

Date

I agree that these duties reflect the requirements of the job.

Supervisor's Signature

Date

Director's signature

Date

I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.

Senior Administrative Officer's Signature

Date