



TOWN OF FORT SMITH

Summer Student Recreation Assistant (Visitor Information Centre) (2 positions)

The Town of Fort Smith is seeking two summer student Recreation Assistants for the Visitor Information Centre (VIC). The complete job description is available on the Town website at www.fortsmith.ca.

The Recreation Assistant VIC Guide provides visitors with information about the Town of Fort Smith, promote local events and activities and provide guided tours of the community. This position works in partnership with Wood Buffalo National Park visitor centre staff.

Start date: **May 13, 2019**

End date: **August 18, 2019**

Qualifications: Minimum of Grade 12 or equivalent and a class 5 driver's license.
First aid & CPR 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.

Position Location: Wood Buffalo Nation Park Office Visitor Centre

Salary & Benefits: Pay Level 12, step 1 (\$26.73 / hour)

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

Deadline: Friday, March 29 @ 5:00PM

Please forward applications to:

Town of Fort Smith
P.O. Box 147
Fort Smith, NT X0E 0P0
Ph: 867.872.8400
Fx: 867.872.8401
Email: townoffortsmith@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