

POSITION DESCRIPTION

Position:	Student Recreation Attendant	Type:	Non-Union
Incumbents:			
Reports To:	Director of Community Services		
Date:	September 20, 2021	Next Review Date:	
Positions Supervised:	None		

PART I - DESCRIPTION OF JOB REQUIREMENTS

General Accountabilities

Reporting to the Director of Community Services and under the guidance of the Community Development Coordinator, this position assists in developing and delivering recreation programs and initiatives in the Township of Minden Hills.

Specific Accountabilities

The following accountabilities are not listed in order of priority:

Maintenance & Operations

1. Assist with day-to-day administration and delivery of recreation programs and services.
2. Assist with new programming opportunities, program planning, implementation and evaluation.
3. Respond to program related inquiries and provide appropriate feedback as required.
4. Assist in developing and distributing marketing materials for programs and camps.
5. Assist with creating the birthday party schedule and drop in centre for staff.
6. Gather supplies for birthday parties and communicate to staff regarding details.
7. Update lesson plans for parties, PA Day Camps, and other programs as required.
8. Work with all staff members to develop a positive team environment. Works cooperatively with volunteers, partners and other staff.

9. Ensures all work is performed in accordance with regulations, policies and procedures and that all required data collection forms and other reports are completed and submitted in a timely fashion.
10. Reports the need for supplies to the Community Development Coordinator.
11. Reports any major defects to equipment, property or process to the Director of Community Services or designate(s) promptly.

Staffing

n/a

Communication

12. Responds to public inquiries by providing verbal and written information or referring them to the Director of Community Services or designate(s) as required.

Policy Compliance

13. Maintains, organizes and updates records and filing systems as required by legislation and internal policy.
14. Work in compliance with Township and legislated policies, practices and procedures.
15. Complies with all Municipal and Provincial occupational health and safety legislation, regulations, policies and procedures, and must wear all safety apparel as required.
16. Attends necessary and/or approved training, educational workshops, seminars or webinars including the renewal of annual licencing as required.

Other

15. Performs other duties as assigned.

The above statements reflect the general details considered necessary to describe the principal functions and duties of the position and will not be construed as a detailed description of the work requirements that may be inherent in the job.

PART II - THE FOLLOWING SECTION HEADINGS WILL HELP DESCRIBE THE TECHNICAL SKILLS, EDUCATION, EXPERIENCE AND WORKING CONDITIONS UNDER WHICH THE INCUMBENT IS REQUIRED TO PERFORM THE JOB

Technical Skills/Experience

1. Minimum of one (1) season experience in program planning is preferred.
2. Highly motivated with the ability to work independently, as well as in a team environment.
3. Attention to detail is critical for this position along with the ability to complete work in a timely manner.
4. Marketing & promotion experience is a strong asset.
5. Demonstrated appropriate attitude, skills & knowledge for the position.
6. Proven leadership, customer service & communication skills.
7. The incumbent must provide a criminal check on an annual basis.
8. Ability to maintain confidentiality where mandated or required.

Education/Training/Licences

1. Must be a minimum of seventeen (17) years of age is preferred, and enrolled in or returning to secondary or post-secondary education is required.
2. Possession of a valid Class “G” Driver’s Licence for the Province of Ontario and access to a vehicle is required.
3. Possession of a valid certificate in HI-FIVE is required or willingness to obtain.
4. Possession of valid Standard First Aid/CPR (Level C) is an asset.

Working Conditions

1. Must deliver outdoor programming in variable weather conditions.
2. Moderate physical demands related to program delivery.
3. Availability to work on-call and in emergency situations as required.
4. Availability to work shift work, including evenings and weekends, as required.
5. Availability to work occasional overtime as required.
6. Occasional exposure to severe weather conditions and urgent equipment issues. Some exposure to deadlines and interruptions.
7. Deals with difficult customers occasionally.

Signatures

Date

Incumbent

Manager