

**CITY OF FORT ST. JOHN
JOB DESCRIPTION**

POSITION TITLE: RECREATION ATTENDANT
DEPARTMENT: COMMUNITY SERVICES
DATE: NOVEMBER 2009

NATURE AND SCOPE OF WORK

Under the direction of the Recreation Programmer or assigned manager, Recreation Attendants interact with recreation users and assist with programs and special events with a goal of providing a fun and safe experience. Must be able to work flexible hours including weekends and evenings.

SUPERVISION RECEIVED

Works under the supervision of the Recreation Programmer or assigned Manager, depending upon operational requirements.

SUPERVISION EXERCISED

None.

KEY RESPONSIBILITIES

Interacts with recreation users and provides routine assistance.

Within established guidelines, monitors activity(ies) in applicable recreation areas to prevent accidents/injury.

Assists with maintaining clean and orderly facilities to ensure the safety of staff and users.

Under supervision, assists with implementation of community programs or events.

Applies related regulations, policies and procedures as directed.

Promotes good relations with participants, media and outside organizations.

Performs related duties similar to the above in scope and function as required.

REQUIRED KNOWLEDGE, ABILITY AND SKILL

Exceptional customer service skills.

Excellent interpersonal skills and an energetic and enthusiastic personality.

Ability to communicate well with a wide range of age groups ranging from preschoolers to seniors.

Demonstrable ability leading others, especially children, comfortably, safely and assertively.

Ability to maintain good working relationships with co-workers, supervisors, other personnel and the public.

Ability to successfully pass a criminal record check for working with youth and children.

QUALIFICATIONS, LICENCES, CERTIFICATES AND EXPERIENCE

High School graduation or actively enrolled in High School at a grade 10 level or higher

Valid Standard First Aid and CPR Level C or ability to obtain one prior to employment

General knowledge and/or experience related to the program or event (eg. "skate" recreation attendants should be able to demonstrate that they can ice-skate independently and safely, "waterslide" recreation attendants should be able to demonstrate safe use of the slide)

TOOLS AND EQUIPMENT USED

Related tools and equipment which may include computers, printers, photocopiers, telephone, fax and other related office equipment, fitness/exercise equipment

GENERAL

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

This is a position in the BC Government and Service Employees' Union