

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

**POSITION TITLE:** Recreation Attendant  
**DEPARTMENT:** Community Services – Recreation and Aquatics  
**DATE:** July 2023

**NATURE AND SCOPE OF WORK**

Under the direction of the Recreation Manager or Aquatics Manager or designate, Recreation Attendants interact with recreation and aquatic users and assist with programs, activities, lessons and special events with a goal of providing a fun and safe experience. These positions must be comfortable with regular and consistent enforcement of program rules, responding to any situations requiring staff intervention and documenting incidents and accidents. Must be able to work flexible hours including weekends and evenings.

**SUPERVISION RECEIVED**

Works under the supervision of the Programmer or Supervisor or designate, depending on operational requirements. At times has limited supervision, requiring self-motivation.

**SUPERVISION EXERCISED**

Potential to assist with the training and development of new or less-experienced co-workers.

**KEY RESPONSIBILITIES**

- Interacts with recreation or aquatic users and provides routine assistance.
- Works alone or under limited supervision to monitor activities in applicable recreation or aquatic areas to prevent public accidents/injuries.
- Assists with maintaining clean and orderly facilities to ensure the safety of staff and users.
- Assists in the ability to support patrons in the activity. (Skating, sports, fitness, swimming)
- Under supervision, assists with implementation of community programs, activity, lesson or events.
- Applies related regulations, policies, and procedures as directed.
- Reports immediately, to the designated supervisor, all accidents or injuries and activates emergency procedures as required. Detects and reports observed hazardous conditions, practices, and behaviours in the workplace.
- Promotes good relations with participants, media, and outside organizations.
- Performs related duties similar to the above in scope and function as required.
- Contributes to a positive work environment by modelling a respectful workplace as per City policy.
- Takes reasonable care to protect the health and safety of themselves, and the health and safety of others who may be affected by their acts or omissions at work. Properly wears protective clothing, devices and equipment provided, and ensures hazards are immediately reported to

Supervisors. Complies with the City of Fort St John's Occupational Health and Safety program, and all applicable policies and procedures.

- Additional duties as assigned.

**PERFORMANCE FACTORS:**

- Knowledge, Ability and Skills
- Customer Service
- Quantity of Work
- Cooperation
- Reliability
- Attendance and Punctuality
- Compliance
- Health & Safety

**REQUIRED QUALIFICATIONS, KNOWLEDGE, ABILITY, AND SKILL**

- Minimum 15 years of age and enrolled in Grade 10 or higher level of education.
- Valid Standard First Aid with CPR-C or ability to obtain prior to employment.
- Proficient and confident skater; must have own helmet and ice skates (Recreation Attendant – Recreation Dept), or proficient and confident swimmer; demonstrated through completion of lifeguard or water safety certifications (Recreation Attendant – Aquatics Dept).
- Ability to pass and maintain Police Information Check with Vulnerable Sector.
- Exceptional customer service skills.
- Ability to communicate well with a wide range of age groups ranging from preschoolers to seniors.
- Demonstrable ability leading others, especially children, comfortably, safety, and assertively.
- Ability to maintain good working relationships with other City personnel and public.
- Comfortable with working independently or without direct supervision.

**DESIRED QUALIFICATIONS AND EXPERIENCE**

- Recreation Attendant – Aquatics Department
  - Bronze Cross
  - Additional lifeguard and/or water safety certificates considered an asset
- Recreation Attendant - Recreation Department
  - skate, fitness, sport, coaching certifications an asset

**TOOLS AND EQUIPMENT USED**

Computers, printers, photocopiers, telephone, email and other office and electronic equipment.

Activity-related equipment such as inflatables, sport, fitness, aquatics and exercise equipment.

**PHYSICAL DEMANDS**

This position entails skating, swimming, playing sports, jogging, walking, standing, and lifting and/or moving items that can weigh up to 50 lbs.

## **GENERAL**

Formal application, rating of education and experience; oral interview, reference check, police information check with vulnerable sector screen, and other job-related tests may be required.

The duties listed above are intended only as an illustration 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 General Employees' Union.

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