



INTERNAL EMPLOYMENT OPPORTUNITY

POSTING DATE: March 28, 2019

CLOSING DATE: April 4, 2019

JOB TITLE:	Recreation Facilities Attendant
DEPARTMENT:	Community Development
FULL/PART TIME:	Part-Time
STATUS:	Part-Time
RATE OF PAY:	\$23.44 per hour as per the Collective Agreement
HOURS OF WORK:	As required (including days, evenings, & weekends)
COMPETITION NUMBER:	DCD-2019-17-IN

DUTIES:

Under the supervision of the Recreation Supervisor-Recreation and Youth, or designated supervisor, the Recreation Facility Attendant responds to general inquiries from facility users and the public, permits access to various areas and equipment in recreation facilities and ensures all facility regulations are adhered to.

QUALIFICATIONS:

Some experience working in a recreation environment, including working with volunteer groups, community organizations and youth, and knowledge in facility operations supplemented by completion of recreational program courses, current valid Standard First Aid, C.P.R, Level C and AED certifications; or sufficient qualifications as determined by assessment.

TO APPLY:

Complete an Application for Promotion or Transfer (saved in Shared directory under "[HR Information\Forms](#)" folder) and provide a cover letter and current resume indicating the position you are applying for by 4:00 p.m. on the closing date, referencing the competition number, by email: recruitment@mountpearl.ca or delivered to Human Resources, 3 Centennial Street, Mount Pearl, NL A1N 1G4.

For a complete job description and qualifications please refer to the City website at <http://www.mountpearl.ca/residents/jobs/internal-job-opportunities/> .

Safety Begins with ME!

JOB DESCRIPTION

POSITION TITLE:	RECREATION FACILITY ATTENDANT
DESIGNATED SUPERVISOR:	Recreation Supervisor-Recreation and Youth
DEPARTMENT:	Community Development

SUMMARY OF FUNCTIONS:

Under the supervision of the Recreation Supervisor-Recreation and Youth, or designated supervisor, the Recreation Facility Attendant responds to general inquiries from facility users and the public, permits access to various areas and equipment in recreation facilities and ensures all facility regulations are adhered to.

MAJOR DUTIES & RESPONSIBILITIES:

- Oversee assigned area; ensure patrons follow facility rules and procedures; set up for programs and events; and ensure facilities are clean and properly secured at closing time.
- Responsible for opening/closing and securing of facilities as well as general security within facilities.
- Complete event setups and supervise events, interact with event organizer and answer any queries regarding the facility operations.
- Ensure that all fire exits and entrance ways are functional and clear of obstructions at all times, including light snow clearing and salting.
- Interact effectively with a diverse group of community groups and people.
- Perform janitorial work, including maintenance of a commercial kitchen.
- Maintain records with regard to control of equipment, inventories and equipment loans, etc.
- Prepare action reports and report any damage or loss of equipment.
- Maintain a current knowledge of programs and services within the Department of Community Development.
- Produce written reports on all facility activities, including accidents and incidents.
- Maintain and retrieve information in accordance with the requirements set forth by the Access to Information and Protection of Privacy Act, 2015, and City information management policies and procedures.

NOTE:

The above statement reflects the duties necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the duties of the job.

QUALIFICATIONS:

Some experience working in a recreation environment, including working with volunteer groups, community organizations and youth, and knowledge in facility operations supplemented by completion of recreational program courses, current valid Standard First Aid, C.P.R., Level C and AED certifications; or sufficient qualifications as determined by assessment.

JOB DESCRIPTION

- Knowledge of the organization, procedures, functions and objectives of recreation facility environments.
- Knowledge and understanding of recreation programming issues within the community.
- Knowledge of hazards and safety precautions involved in the work and ability to follow safety protocols.
- Experience and skill in dealing with the public with a demonstrated customer service outlook.
- Ability to perform the physical duties of the position, including lifting up to 50 pounds.
- Ability to safely perform work under minimum supervision.
- Ability to communicate effectively with members of the public in a responsible and professional manner.
- Ability to establish and maintain cooperative and productive working relationships.
- Ability to contribute as a team player with personal commitment to the City's mission, values and guiding principles and safety.
- Ability and willingness to work day, evening and weekend hours.
- Possession of a valid driver's license for the Province of Newfoundland & Labrador is an asset and ability to be insured and continue under the City's normal insurance policy.



Chief Administrative Officer

June 1, 2018