

CITY OF HAMILTON

(HEALTHY & SAFE COMMUNITIES DEPARTMENT) (RECREATION DIVISION - LOCATION – VARIOUS)

RECREATION ASSISTANT – CUPE 5167

The Healthy & Safe Communities Department is committed to its people and is dedicated to building a strong and healthy community. We are passionate about making a difference and are recognized for our excellence. We offer a respectful and supportive workplace that provides life-long learning opportunities, leadership, innovation and performance excellence.

We are looking for high performing public servants who are interested in experiencing a challenging, rewarding, enjoyable, and fulfilling career in the Recreation Division. The successful candidate will demonstrate an ability to provide excellent client service in a respectful, courageous, empathetic, just and ethical manner. Your ability to set and achieve personal goals, professional goals and contribute to the goals of the organization will result in high job satisfaction.

SUMMARY OF DUTIES

Reporting to the Recreation Supervisor or designated person, the Recreation Assistant is responsible for the implementation and delivery of recreation programs, (both gym & club) at the individual centres. Assists and act as a resource for both public and instructional programs including rentals at their scheduled recreational facilities. Recreation Assistants also perform opening and closing duties for facilities according to City of Hamilton policies and procedures.

GENERAL DUTIES

Oversees and delivers quality programs to the public and assists full time staff in program development.

Opens, closes and maintains security of facility. Performs opening and closing duties as required.

In absence of full time staff, ensures assignment and completion of shift tasks for part time staff, provides leadership and support to part time staff and reports staff feedback to supervisor.

Sets-up and takes down equipment; ensures program spaces are set up and ready for programs. Inspects, maintains equipment for use in program and takes down/puts away equipment after program. Corrects and/or reports deficiencies and needed repairs to Supervisor and maintains safe environment for patrons by minimizing hazards (snow, wet floors, signage).

Promotes leisure programs and special events through flyers, newsletters.

Completes facility inspection check list daily. Completes event and situational forms (as required).

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Perform other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Previous experience related to duties listed above normally acquired through a combination of education and relevant work experience. A Recreation leadership program from a recognized Community College program would be preferred.

2. Must be able to communicate effectively, both orally and in written form and provide sensational customer service. A second language and the ability to sign are also an asset.
3. Knowledge of recreational programming and community volunteerism is an asset.
4. Must be computer literate and have a working knowledge of office equipment. Working knowledge of Microsoft Office XP (Outlook, Word and Excel). Desktop publishing skills is also an asset.
5. Must possess and maintain current Standard First Aid and CPR C Certification.
6. High Five Training and other leadership certification or training would be considered an asset.
